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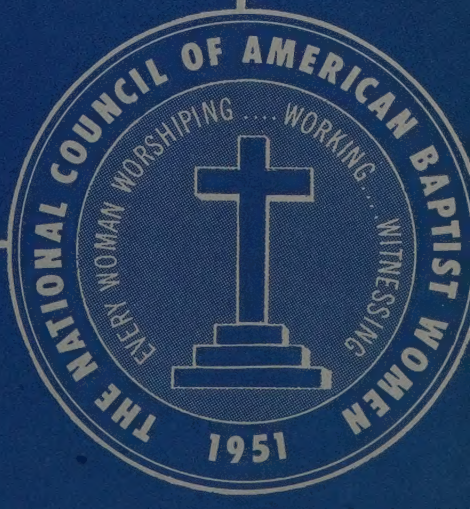
THE AMERICAN BAPTIST WOMAN

Spring Issue
1958



The American Baptist Woman

The Publication for American Baptist Women Leaders

National Council of American Baptist Women
152 Madison Avenue, New York 16, New York

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Mrs. Thomas Ellis, *Chairman*
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Subscription, $1.00 per volume

Volume II, Number 2

Harriet Barker
Vice-President of Missions
A Member of the Commission

WHAT ABOUT AMERICAN BAPTIST HEADQUARTERS?

For approximately ten years American Baptists have been exploring the possibilities of an American Baptist headquarters' building in which all the boards and agencies of the Convention could establish administrative offices, thus enabling our administrators and staff to confer more conveniently and to coordinate the programs of such boards and agencies more effectively. At the annual Convention in Philadelphia in May, 1957, it was voted that a commission be appointed by the General Council "to make a more detailed and objective study" of the matter.

The American Baptist Assembly at Green Lake, Wisconsin, has proved during the years to be a rallying center for Baptists. In addition to the wide scope of the program carried on at Green Lake, the American Baptist Assembly has become something of a symbol of American Baptist unity. Many Baptists feel that a headquarters' building could, in a similar manner, become a further unifying influence and in itself stand as a symbol of Baptist strength and influence.

It has been suggested that headquarters might be established at Green Lake, Wisconsin. For several reasons this suggestion seemed impractical. Transportation for the traveling staff and the board and committee members would be inconvenient. Commercial and governmental facilities with which our boards must have daily contact would not be at hand. Adequate labor supply and housing for staff would be doubtful. Such requirements and many others have been studied by the commission not only in connection with Green Lake but with other proposed sites.

In the beginning the commission decided against arguing the merits of various sites. Instead a study was made of the kinds of work done by the various boards and agencies and the necessary facilities for best carrying out their tasks and meeting their obligations. Necessary criteria were set up and all sites under consideration were scored according to this list of conditions. The list included items which are necessary to effective *organization:* that is, proximity to the constituency, to Green Lake, to other Baptist groups—such as Southern Baptists, Baptist World Alliance—and to other denominational and church related organizations.

Items relative to effective *operation* included ease of availability to government and commercial services (banking and investment), labor supply, transportation facilities, mass communication services, and whether necessary work would be seriously interrupted in making a move. Matters which concerned personnel were considered: that is, living, working and commuting conditions, and the possible loss of key personnel which would be involved in making a move. Certain intangible factors also enter in and the value of the spiritual witness emanating from any proposed site was also considered.

In addition a complete study was made of costs. This included the comparative one-time cost of moving and of establishing offices at each site; continuing costs of wage and salary differentials, rent, maintenance, and so forth, for each site; and capital costs of possible building operations.

After many hours of research, reading of reports, visiting sites, discussion and prayer, the commission prepared its recommendation which was presented to the General Council of the American Baptist Convention on March 13, 1958, and which will be presented to the annual Convention in Cincinnati in June, for a vote. You may read the findings and recommendation in current issues of our denominational papers. A full account of the study will be printed and will be given wide distribution previous to the annual Convention in Cincinnati in June.

Personally, I believe that we Baptists could do business at any one of the suggested sites if we *agree* to do so. It will be difficult for us to do effective business any place if we are in disagreement. I voted for the recommendation because after earnest prayer and close study I feel that Baptists can do business most satisfactorily in the way which is recommended.

My hope is that all Baptists will be willing to say, "If I had spent as much time in prayer and in consideration of all the facts, I, too, might have come to this conclusion." Could this be true, then we Baptists might quickly come to a decision and as a united group go forward about our Father's business.

To the Presidents

From: Frieda Roach (Mrs. Howard L. Roach)
National President
National Council of American Baptist Women
Home Address: Plainfield, Iowa

Leader's Guide . . . for the PRESIDENT IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"You did not choose me, but I chose you and appointed you that you should go and bear fruit and that your fruit should abide; . . *(John 15:16, RSV).*

YOUR PURPOSE

To endeavor through the Local Woman's Baptist Mission Society "to unite Baptist women in their devotion to their Lord and Saviour, Jesus Christ, through a program that will cultivate a missionary spirit and a definite commitment to active participation in attaining the objectives of the American Baptist Convention." [1]

YOU WILL RECEIVE INFORMATION FROM:

1. Your association President.
2. The officers and chairmen of your local society.
3. Your association officers.
4. Your state President.
5. Your pastor.
6. Your national President through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for your local society, and the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials of your officers and chairmen.
   d. Emphases for the year.
   e. Parliamentary procedure.
2. Serve as . . .
   a. Presiding officer at all meetings of your society.
   b. Ex-officio member of all committees, except the nominating committee.
   c. A recognized representative of your local society within your association and your church.
   d. Co-ordinator and promoter of all plans and policies affecting women's work within the church in cooperation with your pastor and the church officers.
   e. Consultant for all your officers and circle leaders.
3. Handle all correspondence promptly.
4. Plan the agenda for the meetings of your society. If you must be absent, arrange for the First Vice-President to preside and give her full information regarding the nature of the meeting.
5. Distribute to your officers and chairmen their pages of The American Baptist Woman promptly. If your society subscribes to two copies of each issue, keep one copy intact in your workbook.
6. Keep before your women the objectives for a Woman's Baptist Mission Society, as listed in the *Annual Report Book.*
7. Attend and encourage the attendance of your women at association meetings and at as many state and national meetings as possible; also at meetings of the Local Council of Church Women.
8. Invite your association President to a meeting of your society.
9. Send a copy of your Year Book, other special materials, and information of any unusual events in your society to your association President.
10. Bring your society into the pattern of one of the three suggested constitutions for the local society of the National Council of American Baptist Women, if it is not already so organized. Suggested constitutions for local societies are based on the size of the society: (1) for fewer than 25 members; (2) for 25-75 members; (3) for more than 75 members.
11. Encourage the women in your society to use denominational—and approved interdenominational—literature.
12. Send information and news items related to your society to association and state official publications and to the local newspapers.
13. At the close of the society's year, convene your officers and chairmen for instructions on filling

[1] From the Constitution of the Local Woman's Baptist Mission Society.

out annual reports and mailing them promptly, in time to meet the deadline date.

14. Strive toward creative approaches to each phase of the work.
15. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association President, a copy of your reports to your Local Woman's Baptist Mission Society, "Local Constitution," "Leader's Guide," and THE AMERICAN BAPTIST WOMAN.
16. Review with your officers and chairmen—at a meeting early in the program year—their pages in the *Annual Report Book.*
17. Suggest potential leaders to the nominating committee.
18. Send name and addresss of your successor to the association President when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Spiritual growth**

Seek God's will for your life, as it relates to your office, by setting aside a portion of each day for private devotions. This time will be determined by the situation in your household.

2. **Improved leadership**

Study *Faith and Fellowship,* by Ralph M. Johnson and R. Dean Goodwin, to become thoroughly familiar with Baptist origin, beliefs, and organization. This study book, recently revised, contains a capsule view of American Baptists at work. *Faith and Fellowship* may be ordered from the nearest Baptist bookstore. Price, 85 cents.

Keep up-to-date with Baptist publications: *Missions, Crusader, Baptist Leader,* your state paper, and THE AMERICAN BAPTIST WOMAN.

Include in one meeting a short parliamentary drill.

3. **Co-ordination and promotion of plans and policies**

Urge the officers and the chairmen in your society to share with one another such information and materials as they receive.

4. **Interest in other religious organizations of women**

Familiarize yourself with the fellowship of the North American Baptist Women's Union. Observance of Baptist Day of Prayer will be helpful.

Acquaint yourself in regard to—and participate in the work of—the Local Council of Church Women.

GREETINGS

This issue of THE AMERICAN BAPTIST WOMAN comes to you with the hope that the foregoing guide and emphases may be helpful to you all—presidents continuing in office and presidents-elect—as you seek to orient yourselves for the job ahead in 1958-1959. This page should be placed in your workbook or file and should be referred to frequently during your term of office as a reminder of the duties of a President in a Local Woman's Baptist Mission Society, "lest we forget."

WOMAN'S DAY 1958

June 12, 1958 is the date for the annual meeting of the National Council of American Baptist Women. The annual business meeting will be held in the morning. Mrs. James D. Wyker, an ordained minister of the Disciples of Christ, a past president of United Church Women, and Church Woman of the Year in 1956, will be the speaker at the morning session. There will be a luncheon at noon for which each state president will make reservations for the women of her state. There will be no noon conferences, due to inadequate facilities. However, there will be opportunity for us to greet one another immediately following the luncheon and I hope to meet many presidents at that time. There will also be opportunity for personal conferences.

The afternoon program is entitled "The Golden Door." This will be a dramatic presentation of the challenge of missions in the world today. Mrs. Ivan Bell of Phoenix, Arizona, has written the script. Following this program you will have the pleasure of greeting the missionaries who are present.

NATIONAL WOMEN'S CONFERENCE

"Grow up—into Christ" is the theme of the National Women's Conference to be held at Green Lake, Wisconsin, July 12-19, 1958. Here you may meet the national officers and chairmen of the National Council of American Baptist Women—and other national leaders—in a day to day fellowship. There will be a sharing of ideas and experiences, when new insights and inspiration may be gained for more efficient and effective service in our women's societies. You will return home richer spiritually, with added knowledge and widened horizons, and with a deeper desire to serve Christ through the world mission of our denomination. You are urged to invite your friends of other races to this conference.

THE MAGIC CIRCLE

The new booklet on circles, which many have been eagerly anticipating, is completed and soon you will hear that it is available at Baptist bookstores. Mrs. Schuyler Y. Spaulding, national chairman of Leadership Training, and Mrs. Clayton D. Eulette, national chairman of Literature, with many others, collaborated in the production. We trust that each society will purchase at least one copy. If you do not have circles, this new booklet may encourage you to try the plan.

IMPORTANT DATES

May 2, 1958 is May Fellowship Day. The theme for the day, "A Place to Live," will highlight a study of housing in the United States. Christian women have a decided responsibility to this problem in which the *home* is deeply involved.

October 27-30, 1958 is the period for the eighth National Assembly of United Church Women in Denver, Colo. The theme for this great gathering of Christian women is "Christianity and Freedom."

Make plans to attend this assembly of church women.

To the First Vice-Presidents

From: LETITIA CARROLL (Mrs. Frank R. Carroll)
National First Vice-President
Division of First Vice-President
National Council of American Baptist Women
HOME ADDRESS: 212 Wilshire Boulevard, Dayton 19, Ohio

Leader's Guide . . . for the FIRST VICE-PRESIDENT IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him" *(Col. 3:17)*.

YOUR PURPOSE

1. Reach others in your community.
2. Apply your stewardship to a program through which the whole world shall hear of His redeeming grace.
3. Interpret to Baptist women the challenge of the opportunity to serve Christ through the American Baptist world missionary enterprise.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association First Vice-President.
2. The officers and chairmen associated with you.
3. Your national First Vice-President through THE AMERICAN BAPTIST WOMAN.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for your office, and the pages in the *Annual Report Book* for your division.
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials of your chairmen.
   d. Emphases for the year.
   e. Parliamentary procedure.
2. Serve as . . .
   a. An assistant to the President.
   b. A member of the executive committee of the Local Woman's Baptist Mission Society, representing your division and reporting on its work.
   c. A member of the board of managers of the Local Woman's Baptist Mission Society.
   d. Presiding officer of your division, supervising and correlating its work as to emphases, budget, and reports.
   e. Temporary chairman in case of any vacancy within your division.
   f. Advisor for your division chairmen.
   g. A member of the Program Committee.
   h. Chairman of a "Program for Action" to reach inactive women.
3. Hold several division meetings each year for which you prepare an agenda, allowing time for discussion of plans for each chairman and for a co-ordinated approach to your joint task of promotion of your division's total program.[1]
4. Plan with your chairmen the books on your division's areas of work, which are to be secured for the church library through the chairman of Literature.
5. Handle all correspondence promptly.
6. Encourage the women in your society to use denominational—and approved interdenominational—literature.
7. Promote attendance at association, state, and national conferences related to your division.
8. Send information and news items related to your division to association and state official publications and to the local newspapers.
9. Send information of any unusual event in your area of work to your association First Vice-President.
10. Keep records and send your annual report promptly to your association First Vice-President, in time to meet the deadline date. If there are no chairmen in your division, you are responsible for the entire report.
11. Assume your share of responsibility to make the theme for the year meaningful to the women in your society.
12. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association First Vice-President, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," your national First Vice-President's pages from THE AMERICAN BAPTIST WOMAN.
13. Suggest potential leaders to the nominating committee.

[1] Following the Constitution suggestion for the society with fewer than 25 members, the First Vice-President may carry also the responsibilities of the three chairmanships in her division.

14. Send name and address of your successor to the association First Vice-President when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. Seek to be informed and enthusiastic.

One of the important and necessary qualifications of a leader is enthusiasm. Do you possess it?

Enthusiasm need not be of a noisy variety; it may be quietly effective. It is needed in all areas of life, but to be genuine and effective it must be based on knowledge of—and belief in—that which is being projected. Should we, as first Vice-Presidents responsible for the total program of our division, not lay the foundation for effective enthusiasm by knowing what we are to do?

2. Evaluate last year's achievement.

We can only discover the gains made in our year—or term—as First Vice-President by reviewing what has been accomplished. Where have you served this year and what contribution have you made to the program of the society? Your workbook should contain the record. As you check your own record, you may find satisfaction in your achievements. But if you discover opportunities for improvement, you will seek to remedy the situation in the coming year.

Did you achieve all of the goals established by your division last year? Are they worthy of another try? Would they have the same—more or less—value to the society during the coming year?

Did you, as First Vice-President, do everything possible in assisting members of your division to achieve their goals? Their emphases—or goals—are yours, too.

3. Hold division meetings regularly.

In local societies, provision should be made for two or three division meetings each year. This is true for association and state societies also. If provision is not made for division meetings in the by-laws of your society, suggest that some plan be made for their inclusion.

The first meeting, for which a full day should be reserved, should be immediately after election of officers. The second meeting should be about the middle of the year and the third at the close of the year when you meet as a division to make out annual reports. There is a purpose for each meeting.

Each meeting should be carefully planned by you. Time should be provided for asking and answering questions and for solving problems. Each member of the division should read aloud her page from THE AMERICAN BAPTIST WOMAN. You will want to read together your "Constitution," "Leader's Guides," and Emphases—or Goals—for the year. Each will want to discuss where she stands in regard to achieving her goals for the year. Plans should be made for continuing promotion of the division's program and for making a valuable and stimulating report to the society.

Division meetings held in the home will be found to be especially satisfactory. And who is unaware of the value of a coffee break, a luncheon, or a cup of tea?

4. Attend association and state meetings.

Whenever possible attend association, state and national meetings. At your next division meeting suggest making arrangements for all in the division to attend the coming meeting of your association. Your association officer or chairman wants to know you. You need to know each other. This is true of association and state leaders, as well as state and national officers and chairmen.

Well planned conferences, arranged by these leaders, provide new ideas and inspiration for renewed effort in your area of work.

5. Engage in a "Program for Action."

Have you used the "Program for Action" to reach our inactive women? This program was published in the 1957 fall issue of THE AMERICAN BAPTIST WOMAN. This emphasis requires real devotion and consecration. According to letters received from First Vice-Presidents all over our American Baptist Convention, the effort expended on this emphasis has proved most rewarding.

The "Program for Action" is not *a big push and it is over* program. It is a continuous goal for First Vice-Presidents. Many societies have adapted the suggested program to their particular situation. This is good, and it is hoped that all societies will use—or adapt—the "Program for Action" during 1958-1959, under your leadership.

STATE AND ASSOCIATION FIRST VICE-PRESIDENTS will want to make known the programs which will be offered at their state and association meetings this year, and will want to urge association and local societies to attend. Make it clear what opportunities are available. This is your part in the "Program for Action" to reach inactive associations, to reach inactive local societies.

6. Assist in making annual theme meaningful.

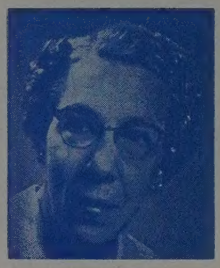
The National Council of American Baptist Women has chosen DEVELOPMENT as its over-all theme for 1958-1959, to coincide with the theme of the Lay Development Program of the American Baptist Convention.

Concentration has been placed upon this theme—Development—as the programs have been planned for (1) Woman's Day, June 12, 1958, Cincinnati, Ohio; (2) the National Women's Conference, July 12-19, 1958, the American Baptist Assembly, Green Lake, Wisconsin, and (3) the Program Packet for 1958-1959, "Mountains of the Lord," prepared by the women in the West Virginia Woman's Baptist Mission Society.

This is a year when you, as a leader, should take advantage of every opportunity to attend the Lay Development sessions in your church or to serve as a leader and to urge potential church leaders to do the same. In your reports to the Woman's Society, in your addresses to various groups, and in your correspondence emphasize the opportunities offered in the Lay Development sessions. Use your influence to support this program in cooperation with your church leaders. Remember the Lay Development Program is an emphasis for all First Vice-Presidents.

To the Chairmen of Program

From: HELEN MCDERMOTT (Mrs. F. W. McDermott)
National Chairman of Program
Division of the First Vice-President
National Council of American Baptist Women
HOME ADDRESS: 1813 West Iles,
Springfield, Illinois



Leader's Guide . . . for the CHAIRMAN OF PROGRAM IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"And you also are witnesses, because you have been with me from the beginning" *(John 15:27, RSV).*

YOUR PURPOSE

To plan and to help execute programs which will bring to the women in your church:

1. More knowledge concerning the world-wide mission of the church.
2. A keener desire to help the cause through their prayers, gifts and service.
3. A closer fellowship with Christ.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of Program.
2. The officers and chairmen associated with you in the Local Woman's Baptist Mission Society.
3. Your national chairman of Program through THE AMERICAN BAPTIST WOMAN.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for your office, and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials.
   d. Emphases for the year.
2. Serve as . . .
   a. A member of the division of First Vice-President, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you report periodically.
   c. The connecting link between the association chairman of Program and the local society.
3. Read books on program planning and techniques of presenting programs. (See Emphases for the local chairman of Program.)
4. Search for the needs of the women in your church and with your committee plan programs to meet those needs.
5. Become familiar with the mission study themes and books for the year, listed in "Friends Through Books."
6. Become familiar with the audio-visual aids available on the current mission study themes.
7. Keep a file of current materials—articles, maps, pictures, stories—on the mission fields and themes for the year for the use of those responsible for the programs.
8. Plan—with the help of the chairman of Spiritual Life—the devotions as a part of a unified program.
9. Handle all correspondence promptly.
10. Encourage the women in your society to use denominational—and approved interdenominational—literature.
11. Attend conferences on program planning offered in your area.
12. Promote attendance at association, state, and national conferences related to your division.
13. Send information and news items related to your division to association and state official publications and to the local newspapers.
14. Send stories and copies of successful programs and helpful methods to your association chairman of Program.
15. Keep records and send your annual report promptly to your association of Program, in time to meet the deadline date.
16. Compile and pass on to your successor a workbook which contains a file of the materials used by you, including a copy of the annual report sent to your association chairman of Program, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," your national chairman's pages from THE AMERICAN BAPTIST WOMAN.
17. Suggest potential leaders to the nominating committee.

18. Send name and address of your successor to the association chairman of Program when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. Work with a committee on programs.

a. Every society should have a committee on programs. The chairman of Program, in the division of First Vice-President, should not attempt to carry the work alone.

b. In addition to the chairman of Program, the following are suggested as members of this committee: First Vice-President, chairman of Spiritual Life, chairman of Literature, chairman of Publicity, and the President, ex-officio.

c. This committee should be included in your constitution.

2. Plan the society's programs for the year.

a. Adopt the theme of the National Council of American Baptist Women, "Mountains of the Lord," as your theme for the year.

b. Use the Program Packet as basis for the year's programs. Each member of the committee should read all the material in the Packet before the committee meets and should evaluate each program in relation to the *needs* of the society. After a thorough discussion at the first meeting of the committee, there should be selected the programs in the Packet which will be used in the society.

If the committee does not find that a sufficient number of the programs are usable, it will be obliged to turn to other sources for materials; such as, audio-visual aids, Speakers, Interpreters, plays, and book reviews. These programs should be related to the mission study themes of the year and should deal with some phase of the mission of the Church.

c. The purpose of each meeting should be decided upon in the committee meeting and later discussed with those responsible for presenting the programs.

d. The programs should be assigned to various women, making certain that some new members—or those who have not previously served in this way—be given this opportunity.

e. The program book should be mimeographed or printed, observing the regulations of your state woman's organization in regard to the program books. One program book should be supplied to each member.

f. The theme hymn of the National Council of American Baptist Women should be used at every meeting. The 1958-1959 theme hymn is: "Unto the Hills," by Sandon.

g. The committee members, during the year, should clip and keep articles related to the themes, for use by those responsible for programs.

h. Details of the current month's program should be checked in advance of meeting to discover whether (1) adequate preparation is being made to achieve purpose of meeting, (2) a different method than that of the previous month will be used, (3) the participants will be prepared to tell their parts and not to read them, (4) the necessary properties are secured, (5) the program is being planned within time limit.

3. Help each circle chairman secure and adapt materials and plan programs for the entire year.

In a meeting with circle chairmen of Program, help each chairman plan programs for the entire year, programs that will supplement—not duplicate—the society's programs. Make use of the following resources: Program Packet programs not used by the society; circle programs in *Missions;* "Helps from the Digest" from the American Baptist Home Mission Societies, 164 Fifth Avenue, New York 10, N.Y.; "Along Kingdom Highways," from the American Baptist Foreign Mission Societies, 152 Madison Avenue, New York 16, N.Y., and materials from division chairmen suggested for programs, such as White Cross, Christian Family Life, and so forth. Suggest that the principles recommended under Emphasis 2 and Emphasis 4 be followed.

4. Strive to improve this year's programs over those of previous years by using techniques and emphases presented at program planning conferences.

Use variety of methods: panel, symposium, conversation, buzz, audio-visual, discussion, dramatization and debate. The following books will give helpful information: *New Ways to Better Meetings,* Strauss, $2.95; *You Can Be a Leader,* National Council of American Baptist Women, 50 cents; *Learning Together in Christian Fellowship,* Sara Little, $1.25. *Good Ways to Lead Adults,* Presbyterian Church, U.S.A., 35 cents.

Use music and art to better advantage. Helpful books are *Gospel in Art,* Bailey, $4.00; *Christ and the Fine Arts,* Maus, $5.95; *Old Testament and the Fine Arts,* Maus, $5.95; and *Christ in Poetry,* Clark, $3.49.

Evaluate each program meeting, keeping in mind: (1) Was the atmosphere friendly and enjoyable? (2) Was the purpose of the meeting accomplished? (3) Were the interests of the women enlarged, their horizons widened and their sympathies awakened? (4) Did any action result? (5) How could the meeting have been improved?

THE NEW PROGRAM MATERIALS

Doubtless by this time you all know that the theme for the program year, beginning May 1, 1958, is: "Mountains of the Lord." The West Virginia women, living in a mountain state, chose this inspiring theme and have prepared an excellent Program Packet for us. The Program Packet may be ordered from your nearest Baptist bookstore. Price, 75 cents.

"Give Me This Mountain" is the name of the Promotional skit written by the West Virginia women, under the leadership of Mrs. Roy B. Shrout of Welch, West Virginia, to introduce, advertise and encourage the purchase of the packet. This skit should be presented at every association meeting this spring. Mimeographed copies may be secured for ten cents by writing to your national chairman of Program at 1813 West Iles, Springfield, Illinois. Be sure to have copies of the Packet on hand for sale, whenever you use this skit.

To the Chairmen of House Party

From: Helen Hussey (Mrs. Wilmer Hussey)
National Chairman of House Party
Division of First Vice-President
National Council of American Baptist Women
Home Address: North Vassalboro, Maine

Leader's Guide . . . for the CHAIRMAN OF HOUSE PARTY IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"And a highway shall be there, and a way, and it shall be called The way of holiness; . . ." *(Isa. 35:8).*

YOUR PURPOSE

To deepen the spiritual—and strengthen the physical—life of the women in your church as they learn to work, pray, study and have fellowship together at the house party.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of House Party.
2. The officers and chairmen associated with you.
3. The national chairman of House Party through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide," for your office, and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials.
   d. Emphases for the year.
2. Serve as . . .
   a. A member of the division of First Vice-President, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you report periodically.
   c. The promotional person in your society to encourage attendance at the state house party and at the National Women's Conference at Green Lake, Wisconsin.
3. Be thoroughly familiar with "The House Party Story," prepared by Mrs. Major Johnson, former national chairman of House Party, and Mrs. Howard Palmer, former president of The Woman's American Baptist Home Mission Society. "The House Party Story" is available at all Baptist bookstores. Price, 40 cents.
4. Keep the members of your society informed of the activities and plans for the state house party.
5. Pray for wisdom and guidance that you may interpret to the women of your society the privilege and opportunity which await them as they participate in the house party program.
6. Encourage the women in your society to give you suggestions for promoting the house party program.
7. Keep in close contact with your association chairman of House Party for up-to-the-minute information regarding the house party.
8. Use initiative and strive to be creative in your office as chairman of House Party.
9. Handle all correspondence promptly.
10. Encourage the women in your society to use denominational—and approved interdenominational—literature.
11. Promote attendance at association, state, and national conferences related to your division.
12. Send information and news related to your division to association and state official publications and to the local newspapers.
13. Send information of any unusual event in your area of work to your association chairman of House Party.
14. Keep records and send your annual report promptly to your chairman of House Party in time to meet the deadline date.
15. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association chairman of House Party, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," "The House Party Story," your national chairman's pages from The American Baptist Woman.
16. Suggest potential leaders to the nominating committee.
17. Send name and address of your successor to the association chairman of House Party when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Promote a continued and increased interest and zeal in the state house party of the Woman's Baptist Mission Society.**

In order to do this successfully it is necessary to "Feel and evidence a genuine enthusiasm for your work. Believe in the importance of what you are doing." These are the words of Mrs. Clayton D. Eulette, national chairman of Literature, as stated for her chairmen of Literature on page 12 of this issue of THE AMERICAN BAPTIST WOMAN. You will want to read Mrs. Eulette's statement following her first emphasis for her chairmen of Literature. You will find this statement most helpful. As you read it, substitute "chairman of House Party" for chairman of Literature.

In order to promote a continued and increased zeal one must also have knowledge of her subject. For increased knowledge for the promotion of the house party, I suggest:

a. "The House Party Story," by Mrs. Major Johnson and Mrs. Howard Palmer. Order from your nearest Baptist bookstore. Price, 40 cents.

b. THE AMERICAN BAPTIST WOMAN, the publication for leaders in a local, association or state Woman's Baptist Mission Society, prepared by the national officers and chairmen of the National Council of American Baptist Women. Subscription, $1.00, per volume of three issues, beginning with the Winter issue circulated early in January.

c. The "Local Constitution."

d. The "Leader's Guide."

2. **Develop leadership qualities through becoming familiar with leadership techniques.**

a. Read, study, and put into practice the information contained in the booklet *You Can Be A Leader*, published by the National Council of American Baptist Women, available in Baptist bookstores. Price, 50 cents.

3. **Specialize in the promotion of items bearing the seal of the National Council of American Baptist Women:** The Council's PIN; Program Folders; Gummed Seals.

Whenever you invite a group to a meeting to talk about what it might mean to one to attend a house party or when you plan a reunion of house party participants to recall what the opportunity meant to them, plan to use the Program Folders printed with the seal of the National Council of American Baptist Women or to make use of the gummed seals in one way or another. Plan also to have the Council's PIN available for sale. These items may be purchased at your nearest Baptist bookstore. Price of folders: size 6 x 8, 50 for 75 cents; size 9 x 12, 50 for $1.00. Price of stickers, 100 for 50 cents. Price of PIN, $1.25, plus tax. In speaking about the National Council of American Baptist Women's PIN, recall Mrs. Paul Maul's delightful story in the Spring issue, 1957, of THE AMERICAN BAPTIST WOMAN. The Council's PIN introduces us to other American Baptist women as we travel to house parties, conventions, meetings, or just travel.

4. **Aim to have the number of members of your society attending the state house party increased by at least one member attending for the first time.**

5. **Organize transportation to state house party. Explore the possibilities of car-pools, chartered buses, special rates for bus or train travel.**

6. **Make known to your state house party committee the women in your local society whose talents would make a valuable contribution to the program of the house party.**

7. **Keep an up-to-date list of the names, address, and telephone number of each member of your society.**

A list of telephone numbers of the members of your society may be most helpful, especially in large societies which make use of telephone "caravans." A telephone caravan is, as you know, a committee which divides the total membership list of the society among the committee members who contact for the local house party chairman the women assigned to them to inform, to encourage, and to make plans for attendance at the state house party.

8. **Work with your vice-president to discover ways by which your society may help financially at least one woman in your state to attend the National Women's Conference at Green Lake, Wisconsin.**

FLASH!

A new printing of the skit "Literature Promenade" is available. Use "Literature Promenade" and also the following skits:

"What Should You Don't Do?" By Mrs. R. H. Lightbody.

"Menu for Reading." By Mrs. Kenneth Cober.

"The Light of the World." By Mrs. John Sparrowk.

Send *fifteen* cents for a single copy or *fifty* cents for the set of four to your national chairman of House Party: Mrs. Wilmer W. Hussey, North Vassalboro, Maine.

Your past requests for the skits have been most gratifying. Doubtless you have had after the presentation of these skits a sense of both worth-while achievement and an awareness of the responsibility that is ours as we recognize the privilege of service for others in His name.

These skits have come from women of local societies, written because of their deep experiences in helping others to develop in sharing Christ's love for all mankind everywhere.

REST AND DEVELOP

We all must "Rest awhile—go apart with God"—seek his will for the kingdom. Each day may we, as chairmen of House Party in our great American Baptist work, go apart with God. So often we spend our strength and we need his understanding love and peace. Our work may suffer often from inefficiency because of fatigue. We may fall short of the great work to be done if we neglect to "Rest awhile and seek his guidance." As you plan in the weeks ahead for your house party, may you feel his presence ever near.

To the Chairmen of Literature

From: Jennie Eulette (Mrs. Clayton D. Eulette)
National Chairman of Literature
Division of First Vice-President
National Council of American Baptist Women
Home Address: 2238 West 111th Street, Chicago 43, Illinois

Leader's Guide . . . for the CHAIRMAN OF LITERATURE IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

(This is a permanent guide. File in your workbook for constant reference.)

SCRIPTURE

"And whatsoever ye do, do *it* heartily, as to the Lord, and not unto men; Knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ" *(Col. 3:23-24).*

"So then every one of us shall give account of himself to God" *(Rom. 14:12).*

"The entrance of thy words giveth light; it giveth understanding unto the simple" *(Ps. 119:130).*

YOUR PURPOSE

Your great underlying purpose is to do your full share in presenting to the women of your church the message of the Gospel of Jesus Christ, and the challenge of the American Baptist world mission. This is your objective, as you endeavor to distribute and promote the use of American Baptist literature.

The fact that you were chosen to fill this important position is evidence that you possess definite qualities of Christian leadership. This leadership, undoubtedly, will be more fully developed as you carry your responsibilities with conscientious devotion, and dedication to the service of Christ.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of Literature.
2. The officers and chairmen associated with you.
3. Your national chairman of Literature through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for your office, and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials.
   d. Emphases for the year.
2. Serve as . . .
   a. A member of the division of First Vice-President, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you report periodically.
3. Become thoroughly familiar with the contents of "Literature Highlights," and read as many as possible of the books and other items listed therein.
4. Consult with each officer and chairman of your Local Woman's Baptist Mission Society, making recommendations regarding the literature which she will find most helpful. Order the materials which she decides upon, taking care to send the order exactly as directed in the "Key to Ordering." When materials are received deliver them promptly.
5. Arrange attractive displays of denominational—and approved interdenominational—literature for the meetings of the Woman's Society. From time to time try entirely new methods of display.
6. Request an opportunity to present at each meeting of the Woman's Society some of the most interesting literature. Keep these presentations brief.
7. Ascertain whether American Baptist materials are used in your Sunday church school. If not, use your influence to have the school do so.
8. Help in establishing and maintaining a church or church school library, from which American Baptist literature may be readily obtainable.
9. Share your plans and your problems with your First Vice-President and with the other members of the division of First Vice-President of which you are a member.
10. Handle all correspondence promptly.
11. Promote attendance at association, state, and national conferences related to your division.
12. Send information and news items related to your division to association and state official publications and to the local newspapers.
13. Send information of any unusual event in your area of work to your association chairman of Literature.
14. Keep records and send your annual report promptly to your association chairman of Literature in time to meet the deadline date.

15. Compile and pass on to your successor a workbook which contains a copy of the annual report sent to your association chairman of Literature, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," your national chairman's pages from THE AMERICAN BAPTIST WOMAN.
16. Suggest potential leaders to the nominating committee.
17. Send name and address of your successor to the association chairman of Literature when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

Everything that is listed in your "Leader's Guide" is important. None of these duties may be overlooked or neglected without serious loss to the work which has been entrusted to you as chairmen of Literature. This year, however, we shall lay particular emphasis upon six special phases of work, or qualities needed for your work, and discuss them at greater length. This plan is being used by all officers and chairmen.

The dictionary says: "Emphasis is used to give importance or add stress to an idea." Lest we concentrate exclusively upon these six activities or qualities at the expense of the others, let us keep in mind the words of Jesus as recorded in Matthew 23:23: ". . . these ought ye to have done, and not to leave the other undone."

1. **Feel and evidence a genuine enthusiasm for your work. Believe in the importance of what you are doing.**

The words of Ralph Waldo Emerson keep ringing in my ears: "Nothing great was ever achieved without enthusiasm." Anything which contributes to the spiritual growth and development of another human being is a truly great activity. Your work as chairman of Literature *does just that.* You have opportunity to introduce into the lives of others that which has power to change the direction of—and to give deeper significance to—their actions, and to enrich their thoughts. Regard your work as an important part of the great purpose and aim of the National Council of American Baptist Women. Thus you will realize the value of what you are doing, and will become enthusiastic about it.

2. **Familiarize yourself with "Literature Highlights," with the materials listed in it, and with the different categories into which they are divided.**

A successful salesman makes every effort to acquaint himself with the values and the various uses of what he is selling. Yours is a selling job. To officers and chairmen you "sell" the help they will find in the literature which is available. They are entitled to expert advice from you. How can you give advice about something with which you are not familiar? To the women of your church you "sell" the interesting and inspirational qualities of the books and leaflets. No one is persuaded to read by a vague: "this is a fine book; be sure to read it." *You must know*—and must be able to tell—why reading it would be profitable. You should also be able to call attention to the wealth of free literature with a value "far above rubies." This you can do only if you are familiar with it.

3. **Handle all correspondence promptly.**

You will receive (a) requests for information and assistance from those who have a right to expect your help; (b) information and suggestions, the details of which you are to pass on to other chairmen at the earliest possible moment; (c) other communications from those to whom you owe the courtesy of a prompt reply. Give immediate attention to your official correspondence.

4. **Maintain your workbook with care, and place in it everything that may be of help to your successor.**

The workbook has two great values: (1) It keeps for you an orderly, accurate record of the different aspects of your work; (2) It also provides for the use of your successor, a chart of what she is expected to do. If you were given such a workbook, you know its value. If you did not receive one, you, doubtless, recall how you longed for something which would start you in the right direction. Therefore, maintain your workbook with care.

5. **Make a special effort to secure subscriptions to our own American Baptist publications: "Missions," "Crusader," and your state or city Baptist papers.**

One of the best ways for keeping informed about what our denomination is doing to meet the needs of today's world, is through reading *Missions, Crusader,* and our state and city Baptist papers. You know this from your own experience, so you will wish to secure as many subscribers as possible for these valuable publications. I mean valuable. This value is a Kingdom value. As the blood circulation of a person is often indicative of her health, so the "circulation" of our denominational papers has a direct influence upon our denomination's health and usefulness. Need I say more?

6. **Observe the exact time for sending your annual report to your association chairman of Literature, and submit it in time to meet the deadline date.**

This emphasis is very important if we are to have a true picture of the work of the National Council of American Baptist Women. You may feel that your report would not make any appreciable difference in this picture. What if every chairman of Literature reasoned the same way, and did not send her report on time? There would be a big ZERO in the national report. A report differs from a time-table which tells where and when we can go. A report shows *where we have been.* If we have been nowhere, we make no report. But you have been somewhere; therefore, send your report on the date set.

DEADLINE DATES FOR ANNUAL REPORTS

Local to Association	**April 15**
Association to State	**April 22**
State to National	**April 30**

To the Vice-Presidents of Missions

From: HARRIET BARKER (Mrs. Marshall B. Barker)
National Vice-President of Missions
Division of Missions
National Council of American Baptist Women
HOME ADDRESS: 3327 Huntington Boulevard, Fresno 2, California

Leader's Guide . . . for the VICE-PRESIDENT OF MISSIONS IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you alway, even unto the end of the world" *(Matt. 28: 19-20).*

YOUR PURPOSE

1. To promote among the women of your church an active interest in the American Baptist mission.
2. To supervise, correlate, and promote the work of this division which includes Missionary and Stewardship Education for Women; Speakers and Interpreters; and Special Interest Missionaries.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association vice-president of Missions.
2. The officers and chairmen associated with you.
3. Your national vice-president of Missions through THE AMERICAN BAPTIST WOMAN.
4. Articles in *Missions* and *Crusader.*
5. Publications and communications of the American Baptist mission societies.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guides" for your division, and the pages in the *Annual Report Book* for your division.
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials of your chairmen.
   d. Emphases for the year.
   e. The fields and types of work of the American Baptist mission societies through reading, visiting mission stations, acquaintance and correspondence with missionaries, and attendance at missionary conferences and institutes.
   f. Parliamentary procedure.
2. Serve as . . .
   a. An assistant to the President.
   b. A member of the executive committee of your Local Woman's Baptist Mission Society, representing your division and reporting on its work.
   c. A member of the board of managers of the Local Woman's Baptist Mission Society.
   d. Presiding officer of your division, supervising and correlating its work as to emphases, budget, and reports.
   e. Temporary chairman in case of any vacancy within your division.
   f. Advisor for your division chairmen.
   g. Member of the Board of Missions or Missionary Committee of your church.
3. Hold several division meetings each year for which you prepare an agenda, allowing time for dicussion of plans for each chairman, and a co-ordinated approach to your joint task of promotion of your division's total program of the American Baptist world mission.[1]
4. Plan with your chairmen the books on your division's areas of work, which are to be secured for the church library through the chairman of Literature.
5. Challenge all the women of your church with the opportunity of giving to missions through the "America for Christ" offering each February and the "World Fellowship" offering each October, by the use of the prepared materials. Cooperate with your pastor and other groups in this project.
6. Interpret continually to the women, their responsibility for the financial support of the Unified Budget of the American Baptist Convention.
7. Disseminate information pertaining to annuity agreements with—and bequests to—our American Baptist mission societies.
8. Pray and urge continual prayer for our missionaries and their fields.
9. Encourage young people of your church to dedicate their lives to missionary service, obtaining information for them from the office of the American Bap-

[1] Following the Constitution suggestion for the society with fewer than 25 members, the vice-president of Missions may carry also the responsibilities of the three chairmanships in her division.

tist Home Mission Societies or the American Baptist Foreign Mission Societies, and offering your pastor cooperation in the observance of Life Service Sunday in January.

10. Encourage the women in your society to use denominational—and approved interdenominational—literature.
11. Encourage the use of American Baptist Teaching Aids in your church school because of the excellent missionary content.
12. Work through the circles—if your society operates on the Circle Plan—promoting all phases of missionary work and giving among every group.
13. Promote attendance at association, state, and national conferences related to your division.
14. Attend as many denominational and interdenominational missionary conferences and institutes as possible and encourage others to do so.
15. Handle all correspondence promptly.
16. Send information and news items related to your division to state and association official publications and to the local newspapers.
17. Send information of any unusual event in your area of work to your association vice-president of Missions.
18. Keep records and send your annual report promptly to your association vice-president of Missions, in time to meet the deadline date. If there are no chairmen in your division you are responsible for the entire report.
19. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association vice-president of Missions, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," your national Vice-President's pages from THE AMERICAN BAPTIST WOMAN.
20. Suggest potential leaders to the nominating committee.
21. Send name and address of your successor to the association vice-president of Missions when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

The special emphasis (Goal) of the division of Missions continues to be PERSONALIZATION OF MISSIONS. Each member of the division will emphasize the personalization of missions in her part of the work.

By PERSONALIZATION we mean . . .

1. **Know the persons involved.** For example, as we think of money raised or needed, let us not think of it as numbers of dollars but as the *people* who will be affected and whose lives will be changed because we gave those dollars. Lead your women to know the *names* and *fields* of several missionaries, this year, whom they have never known before.

2. **Learn the names and stations** of our Baptist missionaries who work in the area covered by the home mission theme for 1958-1959: "Our North American Neighbors." For example find out who in Alaska lives on the boat EVANGEL during the summer (the Norman Smiths); how many children there are on this boat (four); where they are going to have a new home on land (Woody Island).

Suggestion: Take *A Book of Remembrance* to circle or small society meeting. Have each woman sign her name on her birth date, and as she does, choose a missionary twin, who shares the date. Then ask each one to find out something about this missionary and her field and report at a later meeting. You will think of many ways to make missions a vital, personal interest—all this in addition to our regular plan for special interest missionaries.

3. **Arrange for several interesting division meetings** where you and your chairmen will read the suggestions on all four of the division's pages in THE AMERICAN BAPTIST WOMAN and will plan together the program of activities for your division.

LEADERSHIP CHANGES

Miss Dorothy Bucklin has been appointed one of the two new associate executive secretaries of the American Baptist Home Mission Societies. She will head the division of support and interpretation in the new organizational pattern adopted in January. The Reverend Paul Madsen is the other associate who will be working with Dr. William H. Rhoades, the executive secretary.

Mrs. Milo Wenger, with whom we have worked, has resigned from her position with the American Baptist Home Mission Societies. The best wishes of the whole division of Missions family reach out to Mrs. Wenger whom we have grown to love.

All communications with the home mission societies regarding woman's work should be addressed to Miss Dorothy Bucklin, 164 Fifth Avenue, New York 10, N.Y. Communications regarding foreign mission work will continue to go to Mrs. Philip Curtis, 152 Madison Avenue, New York 16, N.Y.

REPORT ON GIVING: 1957

	Goal	1957	1956
Total Giving	$8,674,000	$9,176,000	$8,740,000
America for Christ ...	400,000	373,400	369,000
World Fellowship	450,000	452,000	449,000

This report is encouraging, but many opportunities still lie before us, untouched, because of lack of funds. Greater opportunities and increased demands of this day require a larger week by week investment with God.

AMERICAN BIBLE SOCIETY

On the day of Pentecost, it is recorded that each person heard the Gospel in his own native tongue. Today the Bible is printed in whole—or in part—in 1,100 languages. There are some 2,000 languages in use in the world, so much still remains to be done.

Our gifts to the American Bible Society, 450 Park Avenue, New York City, N. Y., help to carry on this important work.

To the Chairmen of Missionary and Stewardship Education

From: Dorothy Ellis (Mrs. Thomas E. Ellis)
National Chairman of Missionary and Stewardship Education
Division of Missions
National Council of American Baptist Women
Home Address: 50 Highland Avenue, Tiverton, Rhode Island

Leader's Guide . . . for the CHAIRMAN OF MISSIONARY AND STEWARDSHIP EDUCATION FOR WOMEN IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"But be doers of the word, and not hearers only . . ." *(James 1:22a).*

YOUR PURPOSE

To stimulate the women of the church in an interest in missionary and stewardship education; to encourage the participation of women in the national reading program, the Church School of Missions, and mission study classes, also in denominational and interdenominational institutes in accordance with suggestions received from the association chairman of Missionary and Stewardship Education for Women.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of Missionary and Stewardship Education for Women.
2. The Board of Christian Education—or the Missionary and Stewardship Education Committee—of your church.
3. The officers and chairmen associated with you.
4. Your national chairman through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," your "Leader's Guide," and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current missionary and stewardship education materials.
   d. Emphases for the year.
2. Serve as . . .
   a. A member of the division of Missions, helping to correlate its work as to emphases, budget, and, reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you will report periodically.
   c. A member of the Church Committee on Missionary and Stewardship Education, if invited.
3. Handle all correspondence promptly.
4. Use as much initiative as possible and seek to be creative in your work.
5. Stimulate the women in your society, in every way possible, to an increased interest in the educational phases of missions and stewardship.
6. Organize mission study classes.
7. Promote the national missionary reading program, as outlined in "Friends Through Books," among the women of your church.
8. Promote the setting up of a library for the entire church—with the members of your division and with the Committee on Missionary and Stewardship Education—making periodic additions through funds given by the society and individuals.
9. Cooperate with the program committee of the Woman's Baptist Mission Society by offering suggestions for missionary speakers or other types of missionary programs such as panel discussions, dramatic presentations, films and filmstrips.
10. Encourage other women's organizations of the church—such as young mothers' groups, organized church school classes—to make plans for reading and for programs with an emphasis upon missions and stewardship.
11. Encourage the women of the church to take an active part in church-wide plans for missionary and stewardship education, a Church School of Missions, missionary night at the mid-week service. and mission study classes.
12. Encourage the women to use American Baptist—and approved interdenominational—materials.
13. Attend, and encourage others to attend, association and state conferences and the national Missions Conference and the Christian Education Conference at Green Lake, Wisconsin, and also interdenominational and denominational institutes and workshops.

14. Send information and news items related to missionary and stewardship education for women to association and state official publications and to local newspapers.
15. Send stories of successful missionary projects, pictures, programs, dramatizations, and displays, to your association chairman of Missionary and Stewardship Education for Women.
16. Keep records and send in your annual report promptly to your association chairman of Missionary and Stewardship Education in time to meet the deadline date.
17. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association chairman, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," your national chairman's pages from THE AMERICAN BAPTIST WOMAN.
18. Suggest potential leaders to the nominating committee.
19. Send name and address of your successor to the association chairman of Missionary and Stewardship Education when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. Increase by at least 10 per cent the number participating in the national missionary reading program.

Have you ever realized the privilege one has in being an armchair traveler? When reading the travel sections in the Sunday issues of some newspapers, visualize, in imagination, the tropical sunsets of Puerto Rico, the gay festivals of Mexico, the majestic vastness of Alaska, and India's busy, colorful confusion. For no expenditure sail the seas, arrive at a strange port and in no time become acquainted with a new land and make new friends among strange peoples. We are then made aware that we all are God's children, all having the same needs and desires, and all searching for the same things in life. One becomes fascinated with these new friends and because one has a Christian concern wants to share in making these other lives more abundant, where the need exists.

Eagerly we await, each year, the new books on our mission study themes, anxious to make new friends around the world. How interesting and fascinating are these missionary study books which offer many opportunities for travel, understanding, and friendship. Let us read about distant countries this year with a new approach! Let us consider the reading of books that will help us to become more effective Christian women!

2. Expand the emphasis of Stewardship through the Woman's Society program.

This emphasis covers a wide area. May our imaginations catch a vision of the many opportunities for helpful action. Let us consider some of the phases of this emphasis:

"The Christian Woman as a Volunteer Worker in her Church." Here she is committed to all areas of His service: a teacher; a sponsor of youth; a visitor to the sick, aged and needy; a promoter of the total program of her denomination; a humanitarian in her interdenominational cooperation. She dedicates herself to bringing her family into the circle of the church. Responsibility begins with commitment.

"The Christian Woman as a Family Financier." What a responsibility is hers—the big business of the household! Does she realize that she does most of the buying for the home and handles a great deal of the money? What a difference it makes to the family when it is handled wisely! Many homes are broken due to the unwise handling of the family's income. Programs could be presented to help women in setting up a family spending plan. Discuss bargains, loan companies, installment buying and helping people avoid getting into debt. A plan for spending makes more efficient and happier homes and creates better stewardship.

"The Christian Mother and the Stewardship of Training Children." Mrs. Ruth Frantz, speaking at the Stewardship Conference for Women conducted by the National Council of Churches, said: "A home is the most important part of human society. Here in the home is an opportunity not to build a mansion nor a church nor a great business career but here is an opportunity to build something definitely immortal—a human life in partnership with God himself who hath given all life." In the home the child is made aware of the partnership his parents have with God through family prayers, concerns for one another and others outside the family.

"The Responsibility of the Christian Career Woman Who Is Often Also a Mother." In 1956 approximately 21,000,000 women were employed. What tremendous Christian influence this group can wield in the daily contacts of their occupations!

3. Increase attendance, by at least one, at conferences and/or workshops.

It is very important to attend all regional and local missionary and stewardship education conferences. At such conferences new materials and plans are presented; ideas are shared and we begin to see our part in the whole program of missionary and stewardship education for women.

4. Promote at least two study classes: Home Missions, Foreign Missions, Stewardship.

It is hoped that previous remarks regarding the reading and stewardship programs may have stimulated a desire to plan a study course in at least two of the three fields—home missions, foreign missions, or stewardship. Let enthusiasm and creative imagination enter into your planning! Select a leader who is well equipped and committed to her task and the influence will be greater upon those who attend. This will involve work but the results are worth all the effort.

5. Help your women to be a part of the total church program.

One of the definite ways in which you may help in this emphasis is to serve as a committee member if invited by your Church Committee on Missionary and Stewardship Education.

To the Chairmen of Speakers and Interpreters

From: Pauline Maul (Mrs. Paul T. Maul)
National Chairman of Speakers and Interpreters
Division of Missions
National Council of American Baptist Women
Home Address: 2 Oak Lane, Anderson, Indiana

Leader's Guide . . . for the CHAIRMAN OF SPEAKERS AND INTERPRETERS IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"For we preach not ourselves, but Christ Jesus the Lord; and ourselves your servants for Jesus' sake" *(2 Cor. 4:5).*

YOUR PURPOSE

To stimulate love and concern for American Baptist mission work in all the world.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of Speakers and Interpreters.
2. The officers and chairmen associated with you.
3. The national chairman of Speakers and Interpreters through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide," and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials related to the mission fields of the American Baptist Convention.
   d. Emphases of the year.
2. Serve as . . .
   a. A member of the division of Missions, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society to which you will report periodically.
   c. The connecting link between your local society and the association chairman of Speakers and Interpreters.
3. Handle all correspondence promptly.
4. Secure list of Speakers and Interpreters from the association chairman of Speakers and Interpreters.
5. Encourage the use of Speakers and Interpreters in circles, society meetings, the church school, a Church School of Missions, mid-week services, Sunday worship services, youth meetings, and so forth.
6. Arrange proper publicity when a Speaker or an Interpreter is to appear in your church.
7. Suggest potential Speakers and Interpreters to the association chairman of Speakers and Interpreters.
8. Encourage the women in your society to use denominational—and approved interdenominational—literature.
9. Promote attendance at association, state, and national conferences related to your division.
10. Encourage Speakers and Interpreters in your church to seek the training made available through the state and association Woman's Baptist Mission Society and to use material prepared and distributed by the League of Interpreters and the Speakers Bureau.
11. Promote attendance at the National Missions Conference at Green Lake, Wisconsin, and at the Annual Breakfast for Speakers and Interpreters at the American Baptist Convention.
12. Send information and news items related to the activities of the Speakers and Interpreters to association and state official publications and to the local newspapers.
13. Send information of any unusual event in your area of work to your association chairman of Speakers and Interpreters.
14. Use creative initiative and originality in your work.
15. Read and follow all instructions carefully.
16. Keep records and send your annual report promptly to your association chairman of Speakers and Interpreters in time to meet the deadline date.
17. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association chairman of Speakers and Interpreters, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," your national chairman's pages from The American Baptist Woman.
18. Suggest potential leaders to the nominating committee.

19. Send name and address of your successor to the association chairman of Speakers and Interpreters when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Make missions personal.**
   a. Use pen sketches, pictures of missionaries and missionary letters. Order pictures and pen sketches of the home missionaries from the American Baptist Home Mission Societies, 164 Fifth Avenue, New York 10, N. Y., of the foreign missionaries from the American Baptist Foreign Mission Societies, 152 Madison Avenue, New York 16, N. Y. Send five cents for each pen sketch on which is printed a picture of the missionary.
   b. Use posters and maps. Pin point the area of the American Baptist work.
2. **Encourage the use of at least one Speaker and one Interpreter in your church each year.**
   Find various opportunities for them to speak in order that they may be heard by the greatest number.
3. **Give particular encouragement for Speakers and Interpreters to appear in Youth meetings through which young people may be challenged to a commitment to missionary service.**

DATES TO REMEMBER

June 12-18 . . .American Baptist Convention in Cincinnati, Ohio.
June 12 . . . . .Woman's Day in Cincinnati, Ohio.
July 12-19 . . .Fifth Annual Women's Conference, Green Lake, Wisconsin.
August 9-16 . .National Missions Conference, Green Lake, Wisconsin.

Important: There will be another Speakers and Interpreters Breakfast at the Convention in Cincinnati. Watch for the date. You are invited. Come and bring your friends.

FROM AN ASSOCIATION CHAIRMAN

Recently a booklet was sent to me from the **Harrisburg Association** of Pennsylvania. It is a good example of interesting promotion being done by association chairmen. These booklets were sent to each of their local chairmen.

Following an introduction, there is included in this booklet a page for each Speaker and Interpreter, presenting interesting and personal facts concerning her, also her address and mission subject. Following these pages which are called "Pen Sketches of Association Speakers and Interpreters," the booklet is concluded with a feature entitled "The Care and Treatment of Speakers," from which we quote. You will be interested in these ideas and in the way in which they are presented.

"1. Always remember that speakers are human.
"2. In the *first* letter you write to a speaker, tell her the size of your society, the reason you have selected her to speak on that subject and the time allotted. Also, in what part of the program she is to speak, and whether there will be a question period. Name the amount of fee in writing, well in advance of the talk. If no fee, have that fact confirmed by the speaker. Give exact information of the time and place, directions for reaching destination—or ask where and when she would like to be met. Ask for a mat or a glossy print of her picture and for material for your chairman of Publicity. (Retain a copy of some of the facts for your introduction.)
"3. Write your speaker again about ten days prior to the date of the meeting to be sure she has not forgotten and to assure her that your plans have not changed and that previous arrangements stand.
"4. Be sure to meet the speaker *before* she arrives at the door of the meeting room. Take her to meet the President and usher her to the place where she is to sit before the meeting begins, and *stay with her*. If she has come directly from the train, plane, bus or car, take her to the powder room and ask her whether she would like a glass of water.
"5. On the platform, provide a speaker's stand, with a glass of water.
"6. Don't keep her waiting. Begin your meeting on time and make your business brief. Be sure the speaker has full time even if you must cut out preliminaries. Speakers are busy people.
"7. Make your introduction short and complimentary, stressing facts to make the audience eager to hear her.
"8. Thank the speaker after her talk but do not review it for the audience. Say or do nothing at the end that will destroy the climax of the talk.
"9. If there is a tea, see that the speaker gets refreshments early. Stay with her—or arrange for someone to stay with her.
"10. If there is a luncheon or banquet and tickets are needed to enter the dining room, be sure that someone escorts the speaker to her seat, provides the necessary ticket for her, and stays with her. Be sure the offering plate is not passed to her, if an offering is taken.
"11. Be sure to fulfill your financial agreement with her before her departure. If there are expenses involved in her coming, be sure these and all obligations are met. An envelope containing the full amount should be prepared in advance, with a brief "thank you" note enclosed.
"12. The day after the meeting write her a note, thanking her for addressing the society."

DO NOT HESITATE

If the membership of your society or group is limited, do not hesitate to invite a Speaker or Interpreter. A group—large or small—needs the inspiration and challenge that a good speaker can bring. Speakers and Interpreters welcome all opportunities to make known the missionary outreach of the American Baptist Convention.

To the Chairmen of Special Interest Missionaries

From: June Gates (Mrs. Elbert E. Gates, Jr.)
National Chairman of Special Interest Missionaries
Division of Missions
National Council of American Baptist Women
Home Address: 630 Glen Avenue, Westfield
New Jersey

Leader's Guide . . . for the CHAIRMAN OF SPECIAL INTEREST MISSIONARIES IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"We then, as workers together *with him*, . . . *(2 Cor. 6:1)*.

PURPOSE

To arouse and maintain a deepened personal interest in the missionaries of the American Baptist Convention, and an increased love and concern for the work of Christ through their service.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of Special Interest Missionaries.
2. The officers and chairmen associated with you.
3. Your national chairman of Special Interest Missionaries through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for your office, and your page in the *Annual Report Book*.
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials, including those related to the fields of the American Baptist Convention.
   d. Emphases for the year.
2. Serve as . . .
   a. A member of the divisions of Missions, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you report periodically.
3. Handle all correspondence promptly.
4. Encourage the women in your society to use denominational—and approved interdenominational—literature.
5. Promote attendance at association, state, and national conferences related to your division.
6. Become acquainted with the association chairman of Special Interest Missionaries as soon as possible.
7. Stimulate an interest on the part of the membership of the church, as well as on the part of the membership of the Woman's Society, in the missionaries who have been assigned to your society by the association chairman of Special Interest Missionaries by:
   a. Exhibiting pictures and pen sketches of the missionaries in prominent places in the church. Order pictures and pen sketches of the home missionaries from the American Baptist Home Mission Societies, 164 Fifth Avenue, New York 10, N.Y., of the foreign missionaries from the American Baptist Foreign Mission Societies, 152 Madison Avenue, New York 16, N. Y. Send five cents for each pen sketch on which is printed a picture of the missionary.
   b. Printing in the church paper or the Sunday bulletin excerpts from letters received from the missionaries.
   c. Asking the pastor to pray for them specifically by name at morning or mid-week services, and especially at a date near the birthday of each missionary.
   d. Assigning them to circles of your society and suggesting ways in which the members could be helpful to their Specials by sending cards or gifts at Christmas and on each Special's birthday. Refer to the leaflet, "Specialties for our Specials," prepared by the division of Missions. Leaflet is available at the New York office.
   e. Presenting the names of the Specials to the adult classes of the church school, suggesting that the members pray for—and write to—these missionaries.

8. Write to your Specials throughout the year, bearing in mind that they are too busy to reply to all letters; therefore, do not await an answer before writing again.
9. Contact the children of missionaries (if any) who are in school in your area.
10. Plan "presentation" of each Special as a part of the program of the Woman's Society or circle, working with the chairman of Program.
11. Send information and news items related to your division to association and state official publications and to the local newspapers.
12. Send information of any unusual event in your area of work to your association chairman of Special Interest Missionaries.
13. Keep records and send your annual report promptly to your association chairman of Special Interest Missionaries, in time to meet the deadline date.
14. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association chairman of Special Interest Missionaries, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," your national chairman's pages from THE AMERICAN BAPTIST WOMAN.
15. Suggest potential leaders to the nominating committee.
16. Send name and address of your successor to the association chairman of Special Interest Missionaries when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Personalizing Missions.**

Personalizing missions is once again the emphasis for the division of Missions. One of the best means for this accomplishment is through *you* as the chairman of Special Interest Missionaries. It is your task to make each woman—yes, each church member—feel a personal responsibility to support the Specials, assigned to your church, with prayers, gifts, and handwork.

2. **Keep the church well informed about your Special Interest missionaries.**

Read excerpts from their letters or from articles about them or their field. Print this information in your church paper. Exhibit posters and pen sketches in the church foyer.

3. **Mention the birthday of each Special Interest missionary in the church bulletin.**

In making the announcement be sure to allow ample time for cards or letters to reach the missionaries by the specified date.

4. **Create by other means the feeling of close friendship and concern.**

Through other ways that may occur to you awaken the concern of your church people for the missionaries who are assigned to your church and make your Special Interest missionaries aware of the fact that they are a vital part of your church life.

Share any original ideas you may have used *to create the feeling of close friendship* with other societies across the American Baptist Convention by sending them to your national chairman of Special Interest Missionaries at 630 Glen Avenue, Westfield, New Jersey.

SOMETHING NEW—SOMETHING DEFINITE

For the first time, we have a guide for the local chairman of Special Interest Missionaries. It is hoped that this guide will prove helpful. Letters have been received from several new local chairmen asking help in regard to their respective duties. Doubtless you all will agree with me that this chairmanship of Special Interest Missionaries in our division of Missions is one which offers many opportunities for creative leadership. I am eager to learn from you that which has been done and has proven to be especially successful in your church.

REPORTING ON THE QUESTIONNAIRE

During January, 1958, I sent out questionnaires to the state chairmen of Special Interest Missionaries, asking their reactions to the suggestions that the missionaries assigned to each state be changed according to the schedule of one-third new assignments every year. On the whole the suggestion was favorably received.

It is felt that this change will accomplish two things: (1) that the states, associations, and local societies and churches will have the opportunity of becoming acquainted with new missionaries and the fields in which they are serving; (2) that it will tend to apportion more evenly that which is done for the missionary. Due to various reasons, some states are able to do much more for their Special Interest missionaries than other states. Therefore, in order that all missionaries may receive an equal amount of attention throughout the years, it seems wise to adopt this plan. There will be exceptions to this rule, of course, but we trust everyone will understand that our aim is to do the best we can for *all* Special Interest missionaries.

The lists of Specials for the coming year will be sent to the state chairmen of Special Interest Missionaries during May, in plenty of time for the house parties. Additions, of course, will have to be made following the American Baptist Convention in June.

MISSIONARIES CARRY A GIFT

"Missionaries Carry A Gift," printed in the January 1958 issue of the *Massachusetts Baptist Bulletin*, was written by **Mrs. Hugo Fehrm**, state chirman of Special Interest Missionaries. Part of the article follows:

"The season of gift giving is over. The fun and warmth and excitement of it all are now a part of our yesterdays, 'bound up in a sheaf which God holds tight.' But our missionaries carry a Gift which they are eager to give, and we must continue unceasingly in our support of them. Through our cards and letters we can span ocean and land, and reach out our hands to our specials and say, 'We are praying for you, for you are our *special interest* for today.'"

To the Vice-Presidents of Christian Service

From: Ruth McKinney (Mrs. Wade McKinney)
National Vice-President of Christian Service
Division of Christian Service
National Council of American Baptist Women
Home Address: 3410 East 137th Street, Cleveland, Ohio

Leader's Guide . . . for the VICE-PRESIDENT OF CHRISTIAN SERVICE IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

". . . inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me" *(Matt. 25:40).*

YOUR PURPOSE

To supervise, correlate and promote the work of the division which includes Love Gift, White Cross, and Christian Social Relations, in order that the women of your society may be made more aware of their opportunity to obey Christ's commands.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association Vice-President of Christian Service.
2. The officers and chairmen associated with you.
3. Your association and/or State Convention.
4. Your pastor.
5. Related church committees.
6. Your national vice-president of Christian Service through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for your division, and your pages in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials of your chairmen.
   d. Emphases for the year.
   e. Parliamentary procedure.
2. Serve as . . .
   a. An assistant to the President.
   b. A member of the executive committee of the Local Woman's Baptist Mission Society, representing your division and reporting on its work.
   c. A member of the board of managers of the Local Woman's Baptist Mission Society.
   d. Presiding officer of your division, supervising and correlating its work as to emphases, budget and reports.
   e. Temporary chairman in case of any vacancy within the division.
   f. Advisor for your division chairmen.
3. Hold several division meetings each year for which you prepare an agenda, allowing time for discussion of plans for each chairman, and for a coordinated approach to your joint task of promotion of your division's total program.[1]
4. Handle all correspondence promptly.
5. Accept invitations when possible to speak at meetings in your church.
6. Encourage the women in your society to use denominational—and approved interdenominational—literature. Promote especially The American Baptist Woman.
7. Plan with your chairmen the books on your division's areas of work, which are to be secured for the church library through the chairman of Literature.
8. Promote attendance at association, state, and national conferences related to your division.
9. Send information and news items related to your division to association and state official publications and to the local newspapers.
10. Send stories of successful Christian Service projects, programs, dramatizations, and displays used in your church to your association vice-president of Christian Service.
11. Attend as many local, association, state, and national denominational meetings and conferences as possible.
12. Keep records and send in your anual report promptly to your association vice-president of Christian Service, in time to meet the deadline date. If there are no chairmen in your division, you are responsible for the entire report.
13. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association vice-president of Christian Service, a copy of your reports to your Local Woman's

[1] Following the Constitution suggestion for the society with fewer than 25 members, the vice-president of Christian Service may carry also the responsibilities of the three chairmanships in her division.

Baptist Mission Society, the "Constitution," "Leader's Guide," your national vice-president's pages from THE AMERICAN BAPTIST WOMAN.

14. Suggest potential leaders to the nominating committee.
15. Send name and address of your successor to the association vice-president of Christian Service when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Have a full complement of division chairmen and meet with them at regular intervals, making sure that all the work in Love Gift, White Cross and Christian Social Relations is being covered in the society.**

Division meetings are urged in order that the four members working together and sharing ideas may accomplish more acceptable results and that you, as vice-president, will know what each chairman is attempting and can lend support and guidance to her when necessary. When you and your chairmen have reached a complete understanding of the division's program, you will familiarize the members of the entire society with your plans and request their cooperation in carrying out your program.

2. **Send annual reports promptly to the association vice-president of Christian Service, in time to meet the deadline date.**

The end of the year is a time for evaluation of work accomplished. As you see what your division has accomplished are you satisfied or do you feel the need for improvement on all sides? The needs for service are great and ever increasing. We cannot slow our pace to any degree.

3. **Attend state house party and, if possible, the National Women's Conference at Green Lake.**

State house parties offer a wealth of information and inspiration, making your work at home much easier and a greater joy. Therefore this year, as one of our emphases, we are urging the presence of every local vice-president of Christian Service at her own state house party.

This year *all* national officers and chairmen are planning to attend the National Women's Conference at Green Lake, Wisconsin. It would, doubtless, mean much to you and to your society if you could attend this conference at Green Lake, July 12-19.

4. **Use workbook, keep it up to date, and pass it on to your successor.**

You probably received from your predecessor a workbook containing needed materials. If not, prepare one, use it, and add to it those sheets given to you by your President from THE AMERICAN BAPTIST WOMAN, also all other literature and helps pertaining to your office. You, in turn, will pass this workbook on to your successor.

5. **Have an active Guild of Intercessors.**

The shut-in members of your church may be an active force in the society if they become members of the Guild of Intercessors, as they pray for the work of the society and all of the programs of the church. You will find an explanation of this guild in the manual "Inasmuch," which may be ordered from the nearest Baptist bookstore. Price, 60 cents.

Copies of the prayer adventures for "shut-ins," page 6 of "Inasmuch," may be mimeographed and left in each home where there is a prospective member of the Guild. Send a statement of your success in this venture to your national vice-president of Christian Service.

6. **Provide at least one shipment of clothing or send one food donation for Overseas Relief through Church World Service.**

The latest responsibility placed in the hands of the vice-president of Christian Service is that of overseas relief. In order that food and clothing may be made available to those desperately in need in many countries, it is necessary that a continuous stream of packages flow to Church World Service. If every Woman's Society in our American Baptist Convention made one contribution—either of clothing or food—it would make a tremendous difference in the lives of many. There is no limit to the need. Let us do all we can!

7. **Become a more worthy leader in this field of Christian Service, by deepening the personal sense of dedication to the cause of Christ.**

The first six emphases have to do with the proper carrying on of the work of the division of Christian Service. We are very conscious, however, that nothing can be accomplished unless there is consecration and dedication brought to the task. If we are to be coworkers with Christ in the building of a Christian world, we must, of necessity, seek his guidance and strength. So our seventh emphasis—or goal—is personal and must be attained if the other emphases are to be reached.

These emphases for the year 1958-1959 are only seven in number, simply stated, and none is too difficult for accomplishment.

ANNUAL REPORTS

All vice-presidents of Christian Service—state, association, and local—will be preparing annual reports at this time. There are some changes in the report forms this year. Please study your report form carefully and do your best to answer all of the questions. If, however, only a few questions can be answered, fill in those answers and send your report. We desire 100 per cent reporting all along the line. It is imperative that reports be received in time to meet the deadlines. One failure to report deprives us of having a complete picture of the work done by our division—by our American Baptist women.

DEADLINE DATES FOR ANNUAL REPORTS

Local to Association	**April 15**
Association to State	**April 22**
State to National	**April 30**

To the Chairmen of the Love Gift

From: Ruth Wager (Mrs. Lester P. Wager)
National Chairman of the Love Gift
Division of Christian Service
National Council of American Baptist Women
Home Address: 189 Aberdeen Street, Rochester 11, New York

Leader's Guide . . . for the CHAIRMAN OF THE LOVE GIFT IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"Let everyone give as his heart tells him . . . for God loves the man whose heart is in his gift" *(2 Cor. 9:7, Phillips' Translation).*

YOUR PURPOSE

To present the challenge and promote the plans connected with raising the Woman's Love Gift—the over-and-above gift—to the American Baptist World Mission, as suggested by the association, state, or national chairman of the Love Gift.

YOU WILL RECEIVE INFORMATION FROM:

1. The association chairman of the Love Gift.
2. The officers and chairmen associated with you.
3. The national chairman of the Love Gift through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," your "Leader's Guide," and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Emphases for the year.
   d. Current booklet of "Love Gift Dedication Services" and Love Gift leaflets and plays.
   e. Letters and materials received from the association chairman of the Love Gift.
   f. An up-to-date list of the women in your church.
   g. Your Love Gift goal and keep complete and accurate reports of the Love Gifts received monthly, using the stubs of the Love Gift check-book.
   h. The annual reports on the Love Gift as shown in the local society report books.
2. Serve as . . .
   a. A member of the division of Christian Service, helping to plan and to correlate its work as to emphases, presentation, budget and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you will report periodically.
   c. The connecting link between your local society and the association chairman of the Love Gift, assuming responsibility for:
      (1) Distributing the Love Gift boxes to every woman in the church.
      (2) Accepting a challenging goal for your society.
      (3) Encouraging your Woman's Baptist Mission Society to take a monthly offering using a service from one of the Love Gift dedication booklets.
      (4) Ascertaining that such offering is placed in your church treasury and is sent to the proper Convention office each month, marked *Love Gift.*
      (5) Reporting each month to your association chairman of the Love Gift the amount received, using the center section of the report slips in the Love Gift check-book.
      (6) Leading the women to make larger Love Gifts by means of brief talks on the world's needs, use of Love Gift leaflets, personal letters, reminder cards, posters, items in the church calendars, and so forth.
3. Handle correspondence promptly.
4. Send to the association chairman of the Love Gift copies of successful Love Gift presentations or programs, descriptions of displays or posters and news items.
5. Attend as many association, state, and national denominational meetings and conferences as possible.
6. Encourage the use of denominational—and approved interdenominational—literature by the women in your society.
7. Emphasize Christian stewardship and the spiritual blessings of making Love Gifts to proclaim the love of God throughout the world.
8. Send information and news items related to your division to association and state official publications and to the local newspapers.
9. Compile and pass on to your successor a workbook

which contains a complete file of materials used by you, including a copy of the annual report sent to your association chairman of the Love Gift, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," your national chairman's pages from THE AMERICAN BAPTIST WOMAN.

10. Suggest potential leaders to the nominating committee.
11. Send name and address of your successor to the association chairman of the Love Gift when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

Give more to win more for Christ. "More, more for Christ," that should be our response as Christian women to the cry for "more millions for more missiles." More missiles will only bring more misery. Only more love for Christ by more people can bring about a better world. As Baptist women we must make greater efforts—more prayer, more gifts—to win more people for Christ, if this confused world is to be saved.

1. **Give more to win more for Christ through more women in every church participating in the Love Gift, by making their over-and-above gifts in gratitude for the countless gifts God in his love has showered upon them.**

In one half of our societies, less than 50 per cent of the women contribute to the Love Gift. Few, if any societies have all of the women in their church participating in the gift. Our goal is to challenge every woman in the church to use her Love Gift box for daily thank offerings to God. More emphasis should be placed upon Christian stewardship. All that we have and are is held in stewardship for God. It is our privilege to share through our gifts in the task of winning mankind to acknowledge him.

2. **Give more to win more for Christ through more prayer—daily personal prayer with daily gifts for our American Baptist world missions.**

The potential power of prayer is just beginning to be realized by a limited number of people. If the more than one million women members of our American Baptist churches would pray daily and give daily for our Baptist missions, could we not hasten the coming of the Kingdom of God?

The prayerful dedication of our gifts each month in our women's society meetings will give impetus to group prayers. The effect of each society praying at each meeting could be far-reaching. The books of "Love Gift Dedication Services" are designed to turn our thoughts each month to one of the areas of Baptist work with specific prayers. A new book of dedication services, "Love Gift Dedication Services, No. 4," will be available in all Baptist bookstores in May, 1958. Price, 50 cents. Booklets No. 2 and No. 3 are still available from Baptist bookstores. Booklet No. 2 is priced at 35 cents; booklet No. 3, at 40 cents.

3. **Give more to win more for Christ through increased Love Gifts to the monthly opening of the Love Gift boxes.**

Monthly openings of the Love Gift boxes definitely increase the total amount of gifts. The amount received each month is often equal to that previously received quarterly. The monthly report forms in the Love Gift check-book should be filled in and sent as indicated: one to the association chairman of the Love Gift; one to the church treasurer.

Dynamic publicity will result in increased giving. One person telling another is an excellent form of publicity. Speaking briefly about the Love Gift at local society, circle, and executive committee meetings is also effective. Use short human interest stories taken from *Missions, Crusader, A Book of Remembrance,* or other Baptist literature. Personal letters sent with Love Gift boxes to every woman in the church have brought splendid results. Attractive reminder cards may be distributed at church services or mailed to the women before the monthly openings. Posters on church bulletin boards, made by skilled young people or more simple posters made with pictures from Missions or Crusader are good publicity if changed each month. Items may be placed in church calendars or newsletters stressing the need for Love Gifts. Love Gift leaflets may be obtained from your state office and distributed for publicity.

4. **Give more to win more for Christ through more people won for Christ.**

As we multiply our gifts, we multiply our accomplishments for the kingdom of God. In Japan there are only 280,000 Protestants in a population of 90 million. In Burma the Christian community numbers only 600,000 among 19 million people. In the Belgian Congo the increase in the number of Christians has been phenomenal in the last 80 years; yet more than one half of the people have not been in touch with the Christian message. The opportunities for the evangelization of many nations are tremendous. How can they be won for Christ? Only as we who are Christians recapture the missionary zeal and give more of ourselves, more of our gifts. Through our Love Gifts we can share in sending more missionaries to more fields to win more people for Christ.

National Love Gift Goal for 1958: $500,000

A minimum to be exceeded, not a maximum to be reached!

DATES FOR YOUR DATE BOOK

Woman's Day: June 12, 1958, Cincinnati, Ohio.

National Women's Conference: July 12-19, 1958, Green Lake, Wisconsin. Theme: "Grow up-into Christ." All national officers and chairmen will be present. Register now!

To the Chairmen of White Cross

From: Pauline Brownell (Mrs. A. T. Brownell)
National Chairman of White Cross
Division of Christian Service
National Council of American Baptist Women
Home Address: 125 South Webster Avenue, Jacksonville, Illinois

Leader's Guide . . . for the CHAIRMAN OF WHITE CROSS IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"But rather let him labour, working with his hands the thing which is good, that he may have to give to him that needeth" *(Eph. 4:28).*

YOUR PURPOSE

To be responsible for filling your society's White Cross quotas received from the association chairman of White Cross and also for the promotional and educational phases of White Cross.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of White Cross.
2. The officers and chairmen associated with you.
3. Your national chairman of White Cross through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide," and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials.
   d. Emphases for the year.
2. Serve as . . .
   a. A member of the division of Christian Service, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society to which you will report periodically.
3. Pray that you may be a clear channel through which God may work.
4. Accept White Cross quotas from your association chairman of White Cross.
   a. If you believe the quota to be too large, let the association chairman of White Cross know what you feel you can possibly do during the year and return to her what you do not accept.
   b. If you feel the quota assigned is not large enough to challenge your society, write to the association chairman of White Cross and ask whether she can increase it.
   c. If later in the year—when you have completed your quota—you desire more work, write to your association chairman, offering your services for any additional work she may have.
5. Be responsible for filling your society's White Cross quotas.
   a. Estimate the cost of material needed for filling the quota. Be sure to include mailing and shipping charges and the amount for payment of overseas shipping allowance.
   b. Be sure there is adequate funds to cover the complete cost of filling and shipping the finished quota. This may be an item allowed in the budget or it may be necessary to secure the amount by solicitation of the women.
   c. Purchase all materials needed. Spend the money wisely. Good quality at the best prices obtainable are required of a good steward.
   d. Assemble all materials, patterns and models at work tables before the women arrive for the work sessions.
   e. Encourage as many women as possible to participate. Assign work to those who need to feel a part of the service but cannot attend regular work sessions. Persons who are confined at home through care of children or sick folk or are shut-in for various reasons may do the work in their homes. Some who cannot work with their hands may contribute money or material.
   f. Oversee all work. Follow instructions carefully.
   g. Make the exact number of each item requested in your quota.
6. Help the women to realize that White Cross is a tool used in witnessing to God's love and healing power by our missionaries. Help the women in your society to know the missionaries and fellow-Christians for whom they work.
   a. Order pen sketches and missionary letters from the American Baptist Foreign Mission Societies,

152 Madison Avenue, New York 16, N. Y., for overseas missionaries. Write to the American Baptist Home Mission Societies, 164 Fifth Avenue, New York 10, N. Y., for overland missionaries. Be sure to give the name of the missionary and enclose five cents for each pen sketch requested.

b. Find stories and items about the missionary and the people in *Missions, Crusader, A Book of Remembrance,* other Baptist publications, and in the secular press.

7. Follow shipping instructions. Each year shipping instructions are prepared and distributed for overland and overseas shipments. *Read and follow them carefully.*
8. Dedicate White Cross work.
   a. With prayer by the group that completed the work.
   b. With a service at the meeting of the society.
   c. With a service conducted by the pastor at a Sunday evening service or at the mid-week chapel hour or at a family night.
9. Handle all correspondence promptly.
10. Encourage the women in your society to use denominational—and approved interdenominational—literature.
11. Promote attendance at association, state, and national conferences related to your division.
12. Send information and news items related to your division to association and state official publications and to the local newspapers.
13. Send information of any unusual event in your area of work to your association chairman of White Cross.
14. Keep records and send your annual report promptly to your association chairman of White Cross in time to meet the deadline date.
15. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association chairman of White Cross, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," your national chairman's pages from THE AMERICAN BAPTIST WOMAN, the 1957 edition of the "Manual for White Cross," current shipping instructions, all quotas from the association chairman of White Cross, and plays and programs for presenting White Cross.
16. Suggest potential leaders to the nominating committee.
17. Send name and address of your successor to the association chairman of White Cross when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Interest the women to work with their hands to supply the needs of our American Baptist Mission fields for the ministry of healing—physical and spiritual—in the Master's name. This is our obligation.**
2. **Help the women in your society to feel that they know personally—through the use of "A Book of Remembrance," pen sketches and missionary letters, "Missions" and "Crusader"—each missionary for whom they are working.**
3. **Guide the women to be neat and accurate in all their work and to follow carefully the latest directions for filling the quotas.**
4. **Follow explicitly all shipping instructions when quotas are completed.**
5. **Plan a dedication service when the quotas are filled, recognizing that God can use the work of our hands when placed in the hands of dedicated missionaries and fellow Christians to bring the Life Abundant to our brethren around the world.**

FOR A BETTER UNDERSTANDING

Plan to attend as many local, association, state and national denominational meetings and conferences as possible. One readily understands the importance of being regular in attendance at local society meetings. One also knows that if it is not possible to attend regularly all meetings of the society and its related board and committee meetings she should refrain from taking office.

To improve our methods of work, we, chairmen of White Cross, profit by attendance at meetings with other chairmen of White Cross where plans and ideas are shared. Attendance at association meetings will help the local chairmen of White Cross to know the association chairman from whom they receive quotas. When the association chairman of White Cross is acquainted with the local chairmen she will have a better understanding of the proper quotas to assign to each church.

In most states there are conferences for the various officers and chairmen at the time of the state Convention. Usually at each state house party of the Woman's Baptist Mission Society time is allowed for study and conferences that will be most helpful to each chairman of White Cross.

In Cincinnati, Ohio, on June 12, 1958—prior to the opening session of the American Baptist Convention—the Woman's Day program will begin at 9:45 A.M. and will continue through the afternoon. This year there will be no time for conferences, but the inspiration of the program, the fellowship with so many women, and the opportunity to meet and greet many of our missionaries will induce all who possibly can do so to attend.

At the National Women's Conference held at Green Lake, Wisconsin, July 12-19, 1958, national, association and local leaders in the Woman's Baptist Mission Society will find the best possible help for doing their work more effectively. Conferences each afternoon provide an opportunity for sharing successes and problems. Register now!

IMPORTANT DATES

June 12, 1958 .....Woman's Day
July 12-19, 1958 ...National Women's Conference

To the Chairmen of Christian Social Relations

From: NYMAH VAUX (Mrs. Harvey E. Vaux)
National Chairman of Christian Social Relations
Department of Christian Service
National Council of American Baptist Women
HOME ADDRESS: 815 South 11th Street, Mt. Vernon, Washington

Leader's Guide . . . for the CHAIRMAN OF CHRISTIAN SOCIAL RELATIONS IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"I must work the works of Him that sent me while it is day; the night cometh when no man can work" *(John 9:4)*.

YOUR PURPOSE

1. To develop an increasing and active Christian concern in all matters which affect our fellowmen in the community, state, nation, and world.
2. To promote mutual understanding, active good will and Christian fellowship among peoples of all racial and national backgrounds.
3. To make definite Christian influence felt in the field of politics and legislation.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of Christian Social Relations.
2. Your state Christian Friendliness missionary, if there is one in your state.
3. Your church Christian Social Progress Committee, if there is one in your church.
4. The officers and chairmen associated with you in the Local Woman's Baptist Mission Society.
5. Your national chairman through THE AMERICAN BAPTIST WOMAN.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for your office, and your page in THE AMERICAN BAPTIST WOMAN.
   b. Workbook and file of materials supplied by your predecessor.
   c. The "Objectives" of the Council on Christian Social Progress.
   d. Current materials pertaining to Christian Social Relations.
   e. Emphases for the year.
2. Serve as . . .
   a. A member of the division of Christian Service, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Missions Society, to which you report periodically.
   c. The connecting link between your local society and the association chairman of Christian Social Relations, being responsible for:
      (1) Christian Social Relations literature received from your association chairman.
      (2) Recruiting of Christian Friendliness volunteers.
      (3) Planning trips and programs related to Christian Social Relations.
      (4) Informing the women in your society of current vital issues related to Christian Social Relations.
      (5) Training the women in your society for ACTION in your church, community and nation.
   d. A member of the Church Christian Social Relations—or Action—Committee. (If you are not a member of this committee, request to be included in its membership.)
3. Handle all correspondence promptly.
4. Encourage the women in your society to use denominational—and approved interdenominational—literature.
5. Attend and promote attendance at workshops, seminars, house parties and at association, state, and national conferences related to your area of work. Be responsible for displays of literature on Christian Social Relations.
6. Send information and news items related to your division to association and state official publications and to local newspapers.
7. Send information of any unusual event in your area of work to your association chairman of Christian Social Relations.
8. Keep records and send in your annual report promptly to your association chairman, in time to meet the deadline date.
9. Compile and pass on to your successor a workbook which contains a complete file of materials used by

you, including the annual report sent to your association chairman of Christian Social Relations, a copy of your reports to your Local Woman's Baptist Mission Society, "Constitution," "Leader's Guide," your national chairman's pages from THE AMERICAN BAPTIST WOMAN.

10. Suggest potential leaders to the nominating committee.
11. Send name and address of your successor to the association chairman of Christian Social Relations when your term of office expires.

EMPHASES FOR 1957-1958 (GOALS)

1. **Read, Study and Pray that God will guide you in this challenging work. Feel called of God for this task and for this hour.**
2. **Use the materials prepared for you:** "Objectives," both old and new editions; the "Resolutions of the American Baptist Convention"; THE AMERICAN BAPTIST WOMAN, *Missions, Crusader,* pamphlets prepared by the Christian Friendliness Department, and by the Council on Christian Social Progress.
3. **Work with and through a committee of concerned women.** Perhaps it may be your division of Christian Service. If not, ask two or three dedicated women as volunteers to help plan. Choose women who will ACT. Share your findings with them! Urge them to be alert and to be active in all matters for the betterment of mankind. Enlist their help in special projects.
4. **Keep the annual report form before you,** in order that you may know the activities on which you are to report at the end of the year.
5. **Choose one objective and act.** When that one is finished, choose a second. Plan to do one new objective each year, as well as to repeat those which have had previous success.
6. **Hold a Christian Social Relations Brunch,** as suggested in the Fall issue, 1957, of THE AMERICAN BAPTIST WOMAN.

These brunches may be held on various interests. The first suggestion was to use the "American Baptist Resolutions" as adopted in Philadelphia. You may desire to have a brunch to discuss race relations in your community, or one on the United Nations, or legislation as concerns the Indian American.

7. **Affiliate, where possible, with some community group concerned with good government,** such as the League of Women Voters.
8. **Be responsible for racial and cultural relationships.**

Work toward an INTEGRATED CHURCH. Seek opportunities for fellowship with people of other races. Make an individual friend of at least one person of another race. Use your 1957-1958 "Objectives" as a guide.

Find the Indian Americans now moving into your area. Invite them to your church; make them a part of your fellowship; include them in community activities.

Locate and help overseas brides in your community. Many of these women are lonely and need help with language, cooking, and so forth.

Get in touch with the Home Missions Division of the National Council of Churches and learn how your church may serve the migrant workers in your area.

Students and technicians from abroad are found in, or near, every town. They are here studying and seeking to understand America. Let us be sure that they find the Christian America! This is a foreign mission field in a home mission environment.

Spanish-speaking Americans are now the largest minority group in the United States. They may be Puerto Ricans, Mexicans, or even Nicaraguans. Share your Baptist faith with them.

9. **Cooperate with reliable groups in your area.** Delinquency, alcoholism, narcotics, housing, fair employment practices, mental illness, and schooling are common problems. For wise community action it is often necessary to cooperate with reliable and well-established groups in the area. The Christian community in action means YOU!

The aged are in every church. Perhaps they need some kind of an interest group or activity. Look into their situations and help.

Legislation is the concern of every Christian. Study pending legislation in the light of the "American Baptist Convention Resolutions" on current issues.

The United Nations needs your support and interest. Provide at least one program a year on this orginazation which serves all people of the world. Take leadership in seeing that your church participates in "Trick or Treat" for UNICEF.

10. **Promote the observance of special days and seasons,** such as World Communion Sunday, World Community Day, United Nations Week, Human Rights Day, Brotherhood Month, Race Relations Sunday, and May Day Fellowship.
11. **Keep informed as to the REFUGEE SITUATION.**

Make these new Americans a part of your fellowship and community. Watch for new legislation.

CARE packages are good, but you will get much more for your dollar if you send your gift through the BYF "Share Our Surplus" project. Write to the Baptist Youth Fellowship, 1701 Chestnut Street, Philadelphia 3, Pa.

12. **Seek opportunities to report your activities in Christian Social Relations to your society and to your church. Let them know that you are ALIVE!**

IMPORTANT!

Remember!

You cannot do all of the emphases suggested above at one time or immediately.

But you can . . .

- Begin with one,
- Then add another,
- And then another . . .!

To the Vice-Presidents of Christian Training

From: Ruth Rohlfs (Mrs. Marcus Rohlfs)
National Vice-President of Christian Training
Division of Christian Training
National Council of American Baptist Women
Home Address: 5500 55th South, Seattle 8, Washington

Leader's Guide . . . for the VICE-PRESIDENT OF CHRISTIAN TRAINING IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"The seed sown in good soil means the man who hears the message and accepts it in a good and honest heart, and goes on steadily producing a good crop." *(Luke 8:15, Phillips' Translation).*

YOUR PURPOSE

1. To supervise, correlate and promote the work of the division of Christian Training.
2. To arouse concern and to initiate in the Local Woman's Baptist Mission Society a program for the training of the women in Christian beliefs, Christian living, and Christian leadership. Such a program is to be created through the areas of Spiritual Life, Family Life Education, and Leadership Training for Women.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association vice-president of Christian Training.
2. The officers and chairmen associated with you.
3. Your national vice-president of Christian Training through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for your division, the pages in the *Annual Report Book* for your division.
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials of your chairmen.
   d. Emphases for the year.
   e. Parliamentary procedure.
2. Serve as . . .
   a. An assistant to the President.
   b. A member of the executive committee of the Local Woman's Baptist Mission Society, representing your division and reporting on its work.
   c. A member of the board of managers of the Local Woman's Baptist Mission Society.
   d. Presiding officer of your division, supervising and correlating its work as to emphases, budget, and reports.
   e. Temporary chairman in case of any vacancy within your division.
   f. Advisor for your division chairmen.
3. Give priority to the Christian responsibilities in your own life. Prayer and meditation practiced daily will, like the tide, carry your task out into the waters of creative effort which will bring results.
4. Foster personal spiritual growth for all officers and members, focused on helping Christian women in taking their places in the worship and the life of their own churches, as well as representing Christian faith and life in the family, the local community, and the world.
5. Prepare for your work thoroughly between the time of election and that of assuming duties of your office, and continue to study throughout your term of office. Read and use recommended materials, digest the information in your workbook and files, take advantage of denominational, interdenominational, and community leadership training opportunities. Prepare the way for making the annual report by familiarizing yourself with its requirements.
6. Hold at least one well-planned division meeting each quarter of the year, for which you prepare an agenda, allowing time for discussion of plans for each chairman and for a co-ordinated approach to your joint task of promotion of your division's total program. You should be the first to be informed of work contemplated for your division. All assignments of responsibility to your chairmen by the President or others should be made after consultation with you as vice-president of the division. Major projects in any area of the division's work should include the participation of the division's vice-president.[1]

[1] Following the Constitution suggestion for the society with fewer than 25 members, the vice-president of Christian Training may carry also the responsibilities of the three chairmanships in her division.

7. Participate in the program of your society, your church, and the National Council of American Baptist Women, and the American Baptist Convention, serving constantly as an interpreter of the work of each organization.
8. Provide new Christian leadership by encouraging each officer and chairman during her term of office to recruit, train, and feature potential leaders for the work of the Woman's Baptist Mission Society.
9. Plan with your chairmen the books on your division's areas of work, which are to be secured for the church library through the chairman of Literature.
10. Handle all correspondence promptly.
11. Encourage the women in your society to use denominational—and approved interdenominational—literature.
12. Promote attendance at association, state, and national conferences related to your division.
13. Send information and news items related to your division to association and state official publications and to the local newspapers.
14. Send information of any unusual event in your area of work to your association vice-president of Christian Training.
15. Keep records and send your annual report promptly to your association vice-president of Christian Training, in time to meet the deadline date. If there are no chairmen in your division, you are responsible for the entire report.
16. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association vice-president, a copy of your reports to your Local Woman's Baptist Mission Society, "Constitution," "Leader's Guide," your national vice-president's page from THE AMERICAN BAPTIST WOMAN.
17. Suggest potential leaders to the nominating committee.
18. Send name and address of your successor to the association vice-president of Christian Training when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Encourage every officer and chairman in your society to strive toward interpreting her personal Christian faith and beliefs in terms simple and clear enough to be understood by—and prove challenging to—a mature teenager.**

There has been seen too much ineffectual leadership in our generation, because people have not made the effort to dig for their beliefs. Many don't know definitely what their beliefs are. Christians are prone to say, "I feel it, but I just can't express it." Often, too, trite expressions and phrases are used which were learned either in childhood and reveal no growth of spiritual value or are the statements of another and hold little or no meaning to the one repeating them.

This is not a sufficient foundation for a Christian leader today. It will not withstand the pressures and tensions, the distractions and compromises, the cynical humor and materialistic philosophies which surround us. Peace—within and without—cannot come unless Christians know what they believe, why they believe it, and what it means when applied to everyday problems and newly discovered truths. When leadership is needed in any situation, a sound Christian faith increases the value of the contribution of that leader—whether in the role of a leader or a member of the group.

At the end of the year, test yourself by explaining what you believe to a not-too-sympathetic college student. Can you express yourself so that you engage his or her interest and win respect, if not agreement?

2. **Aim toward four division meetings during the year. Agree upon dates well in advance; distribute agenda to chairmen, sufficiently in advance of meeting to allow time for preparation of reports and participation covering all areas of work.**

During division meetings try to come to know one another better; create a feeling that you are all working as a team, with a common purpose and are sharing the emphases. As preparation for the first meeting, each member of the committee should have familiarized herself with the contents of her workbook received from her predecessor. Together, read, pray and meditate upon the undertakings of your division throughout the year. Build an "Activities Calendar" for the division, making sure that each member has her copy.

3. **Recommend the purchase by your society of at least one good new book in each of the three areas of your division, to be read and circulated throughout the division and the board, and finally placed in your society or church library.**

The selection, promotion, and circulation of such books should be carefully supervised. Check the new "Literature Highlights" for suggested list of books.

4. **Interpret your division to the executive board.**

If you are not allotted time on the agenda, occasionally request it and plan for participation by your chairmen. Your concern is for all the women of your church through your women's society. Therefore, you need to think in terms of the Christian training of all the officers and chairmen of your women's work. Plan how you can help to inspire them to accomplish a more effective job.

5. **Relate to the division of Christian Training the promotion of CHEC—the Christian Higher Education Challenge.**

We can help to provide future Christian leaders by our support of CHEC during the coming three years. Learn the need and the opportunity to strengthen American Baptist leadership through this program for our schools and colleges, for theological education, for a stronger campus Christian life, and for additional scholarships to help our church young people. Be sure that your women are well informed regarding CHEC.

To the Chairmen of Spiritual Life

From: Nadine Schultz (Mrs. Walter Schultz)
National Chairman of Spiritual Life
Division of Christian Training
National Council of American Baptist Women
Home Address: 304 South Tama Street,
Boone, Iowa

Leader's Guide . . . for the CHAIRMAN OF SPIRITUAL LIFE IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

". . . the true worshippers shall worship the Father in spirit and in truth: . . ." *(John 4:23).*

YOUR PURPOSE

To strive to deepen the spiritual life of the women in the church through Bible study, prayer, worship and evangelism, and to bring them into a fuller fellowship with God.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of Spiritual Life.
2. The officers and chairmen associated with you.
3. Your national chairman of Spiritual Life through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution" the "Leader's Guide" for your office, and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials which will develop a richer devotional life.
   d. Emphases for the year.
2. Serve as . . .
   a. A member of the division of Christian Training, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you report periodically.
   c. A member of the Church Committee on Evangelism, if invited.
3. Handle all correspondence promptly.
4. Encourage the women in your society to use denominational—and approved interdenominational—literature.
5. Provide extra copies of your materials as requested by the Local Woman's Baptist Mission Society.
6. Encourage attendance at church services, conferences and workshops on the development of Spiritual Life and on Evangelism, and at services for special days of prayer.
7. Promote attendance at association, state, and national conferences related to your division.
8. Keep an up-to-date exhibit of current Spiritual Life materials for display.
9. Cooperate with the chairman of Program in planning the worship services for the Local Woman's Baptist Mission Society.
10. Encourage formation of Prayer Fellowship and Bible Study groups.
11. Use National Prayer Calls in society and circle meetings and in personal devotional period. Distribute Prayer Calls to shut-ins. Request inclusion of Prayer Calls in the church bulletin.
12. Encourage reading the Bible Book-of-the-Month by making attractive bookmarks and recognizing individually all who read the year's list.
13. Promote the reading of *The Secret Place* and *A Book of Remembrance.*
14. Cooperate with the Church Evangelism Committee and "Winning the Children for Christ" program.
15. Observe Universal Bible Sunday (second Sunday in December). Order materials from the American Bible Society, 450 Park Avenue, New York 22, N. Y.
16. Promote use of "Religion in American Life" materials. Order from Religion in American Life, Inc., 300 Fourth Avenue, New York 10, N. Y.
17. Send information and news items related to your division to association and state official publications and to the local newspapers.
18. Send stories of successful and interesting Spiritual Life displays, presentations, programs, techniques, projects and ideas to the association chairman of Spiritual Life.

19. Keep records and send your annual report promptly to your association chairman, in time to meet the deadline date.
20. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of your annual report sent to your association chairman of Spiritual Life, a copy of your reports to your Local Woman's Baptist Mission Society, "Constitution," "Leader's Guide," your national chairman's pages from THE AMERICAN BAPTIST WOMAN.
21. Suggest potential leaders to the nominating committee.
22. Send name and address of your successor to the association chairman of Spiritual Life when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Thank God for this opportunity of serving him.** "Serve the Lord with gladness" (Ps. 100:2).
2. **Ask God for guidance.** Read James 1:5.
3. **Develop spiritual resources through. . .**
   a. **Intensive Bible Study.** Follow suggestions in leaflet, "Getting More Out of Your Bible." Order from the American Bible Society, 450 Park Avenue, New York 22, N. Y. Price, 100 for 50 cents. Use Bible Book-of-the-Month plan as part of your Bible study.
   b. **Deepening Prayer Life.** Spend more time each day in prayer and communion with God. "You will seek me and find me: when you seek me *with all your heart*" (Jer. 29:13, RSV).
   c. Use of *The Secret Place* and *A Book of Remembrance*, and the reading of devotional books and Christian classics. (List may be obtained by writing to your national chairman at 304 South Tama Street, Boone, Iowa. Please enclose ten cents to cover cost.)
   d. **Participation in a Prayer Fellowship group.** If there is none, form one with other seekers like yourself. Helpful free booklet, "Prayer Groups," may be ordered from the department of evangelism, American Baptist Home Mission Societies, 164 Fifth Avenue, New York 10, N. Y.
   e. **Evangelism.** Prepare for the Baptist Jubilee Advance.
      (1) Obtain from your city or state office the three basic pamphlets: "Baptist Jubilee Advance, What Is It?"; "Book List on the Nature and Task of Evangelism"; "A Year of Preparation for the Baptist Jubilee Advance."
      (2) Read books on the "Book List on the Nature and Task of Evangelism."
      (3) Observe "A Day of Prayer," June 1, 1958.
      (4) Attend, if possible, Evangelism and Bible Conference, July 26-August 2, 1958, Green Lake, Wisconsin *and interest others* in attending
4. **Attend the National Women's Conference, Green Lake, Wisconsin, July 12-19, 1958.**

NATIONAL PRAYER CALLS

For Our Mission Needs . . .

MAY — **Bible Books: Micah through Malachi**

Pray that the Family Week theme, "Your Home—A Household for God," may become a reality in more homes.

Pray that churches entering upon building programs may plan wisely, give sacrificially and grow spiritually from the experience; that it may be "The Lord building these temples, that the labour be not vain."

Pray for the hundreds of students related to Baptist student work in Burma, India, Thailand, Japan and the Philippines; that the thousands of newly literate adults in the Orient and Africa may read God's Word around family altars.

JUNE — **Bible Book: 1 Corinthians**

Pray that those attending Woman's Day, at the Cincinnati Convention, June 12, may gain deeper understanding of the church's mission.

Pray that young graduates may dedicate themselves to witnessing for Christ in whatever vocations they may decide to enter.

Pray God's blessing upon the training conferences for lay leaders on overseas fields, and for pastors of small churches in Japan.

JULY — **Bible Book: Job**

Pray that insights from summer house parties, conferences and workshops may help the church carry out the Great Commisison.

Pray that the new missionaries in Cordova may have the joy of seeing people respond to the claims of Christ.

Pray giving thanks to God for the granting of visas admitting new missionaries to India, and for the arrival of several missionaries to their fields of service.

AUGUST — **Bible Books: Galatians and Ephesians**

Pray that the second year of Lay Development may help more people in the church to find joy in serving.

Pray that those who work inter-racially may be given wisdom in easing existing tensions.

Pray for Hindus and other passers-by who stop to read the Scripture passages chosen day by day in the Self-preaching Bible (on a stand under glass), a project of the laymen in Gurzala, South India.

SEPTEMBER — **Bible Book: Nehemiah**

Pray for a greater desire by all Christians to support and promote an educational program that will challenge the youth of today; pray that the program of our Woman's Baptist Mission Society may challenge every woman who is a member of the church.

Pray for city missionaries who seek to share the security found in Jesus Christ with people whose lives are drastically disturbed through the process of urban redevelopment.

Pray giving thanks to God for cessation of hostilities in Assam, India, and pray for all engaged in relief and reconstruction.

To the Chairmen of Family Life

From: Vivian Randle (Mrs. Stacy Randle)
National Chairman of Family Life
Division of Christian Training
National Council of American Baptist Women
Home Address: 377 North Main Street, Milltown, New Jersey

Leader's Guide . . . for the CHAIRMAN OF FAMILY LIFE EDUCATION IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"Choose you this day whom ye will serve; . . . but as for me and my house, we will serve the Lord" *(Joshua 24:15)*.

PURPOSE

To be responsible for developing plans and programs on various phases of Christian home and family life for women in the church.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of Family Life Education.
2. Officers and chairmen associated with you.
3. Church Committee on Adult Work.
4. Counselor for Students and Service Personnel.
5. National chairman of Family Life Education through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for your office, and your page in the *Annual Report Book*.
   b. Workbook and materials supplied by your predecessor.
   c. Current materials.
   d. Emphases for the year.
2. Serve as . . .
   a. A member of the division of Christian Training, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you report periodically.
   c. A member of the Church Committee on Adult Work.
   d. Promotional person for the women for family church attendance, family nights at church, family conferences and camps, and classes on Christian family living.
3. Encourage Christian practices in the home of every member of the Woman's Baptist Mission Society through:
   a. Family worship with prayer and Bible reading.
   b. Grace at meals with children participating.
   c. Emphasis on the Christian aspect of such days as Christmas, Easter, Thanksgiving, birthdays.
   d. Democratic consideration of common problems through family councils.
4. Assist in planning for National Family Week, the first week in May. Order program booklet from the department of adult work and family life, 1703 Chestnut Street, Philadelphia 3, Pa. Price, 25 cents.
5. Present program on some phase of Christian family living for the Woman's Society.
6. Encourage dedication of homes, making available suggested service. (See "Literature Highlights.")
7. Assist counselor for students and service personnel. (If there is no counselor in your church, request that one be appointed.)
8. Think and pray about the homeless children in your area, and their need for *Christian* foster homes.
9. Aid the "alone" person in finding a place in the larger church family.
10. Encourage families to use *Hearthstone, The Secret Place, A Book of Remembrance,* and other denominational—and approved interdenominational—literature, on family life education through up-to-date displays and distribution of leaflets.
11. Handle all correspondence promptly.
12. Promote attendance at association, state, and national conferences related to your division.
13. Send information and news items related to your division to association and state official publications and to the local newspapers.
14. Send information of any unusual event in your area of work to your association chairman of Family Life Education.
15. Keep records and send your annual report promptly to your association chairman of Family Life Education in time to meet the deadline date.
16. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of your annual report sent to your association chairman of Family Life Educa-

tion, a copy of your reports to your Local Woman's Baptist Mission Society, "Constitution," "Leader's Guide," and your national chairman's pages from THE AMERICAN BAPTIST WOMAN.

17. Suggest potential leaders to the nominating committee.
18. Send name and address of your successor to the association chairman of Family Life Education when your term of office expires.

SPECIAL EMPHASES FOR 1958-1959 (GOALS)

1. **Spiritual Enrichment.**

Certainly no area of women's work calls for greater personal commitment than that of promoting Christian family life. For that reason *spiritual enrichment* is presented as the first emphasis for the year 1958-1959.

In some homes an early morning hour seems best for personal Bible reading, meditation and quiet, uninterrupted prayer. In others, a different time is required. Whatever the hour, however, it is important that a *definite* time be set aside each day for personal devotions.

The next step would be to cooperate with the church committee on Adult Work in the "formation of informal Bible study and prayer groups." Since you are probably a member of the church committee on Adult Life, you are the person to promote this committee's emphases in the Woman's Society.

2. **Present a program in the Woman's Society using "Living Is a Family Affair."**

The topic which you choose for this program will be more effective if based on interests and actual needs of the members in your society. These needs and interests will differ from time to time and will vary from church to church. Learn what the group desires in the way of a program by distributing a check list, such as the suggested one which follows.

Suggested Topics for Discussion

Check the number which concerns your family at this time and about which you would like to have a program arranged.

——— 1. Earning and spending money.

——— 2. Getting the family off to church *together.*

——— 3. What shall we do about vacation?

——— 4. Why family worship and exactly how do we go about it?

——— 5. How can parents help young people in doing well in public school and Sunday church school?

——— 6. How much time should the family give to community groups outside the church?

The question receiving the largest number of checks will determine subject for the first session. Material for a well-rounded presentation of any one of these topics is included in the program booklet *Living Is A Family Affair.* Order your booklets without delay from your nearest Baptist bookstore. Price, 50 cents, each.

Each one of the six programs included in *Living Is A Family Affair* is divided into three sections: First, a devotional period with Scripture, prayer, meditation and song; second, a short, light skit presenting a delightful family of five as they actually solve a given problem; finally, a follow-up guide to help in the closing discussion. Music and lighting cues may be omitted where such facilities are limited.

The programs in *Living Is A Family Affair* are effective for a regular meeting of the Woman's Society, also for a church supper when the members of the Woman's Society come together with their families. If you feel the need for help in leading the discussion which is a part of each program, *You Can Be A Leader* will furnish additional confidence and poise. Order *You Can Be A Leader* from your nearest Baptist bookstore. Price, 50 cents. Order your booklets—*Living Is A Family Affair* and *You Can Be A Leader* today, that you may make preparation immediately for programs on Family Life Education both in your Woman's Society and in your church.

3. **Keep in touch with your association chairman.**

Your association chairman of Family Life Education is just as anxious to hear what you are doing as you are to receive help from her. She will appreciate an invitation to attend one of your meetings, especially when you have charge of the program. It is in getting to know you, receiving your reports and letters, feeling that she is being helpful that makes her job worth while. The work that you are doing in the church is the very life blood of the entire program of woman's work. Without the consecration *you* bring to the task, the efforts of the association, state, and national chairmen would fade into insignificance.

DATES TO REMEMBER

May 4-11 is National Family Week. "Your Home—A Household for God" is the theme for 1958-1959.

July 26-August 2 is the week for National Family Frontier Camp at Green Lake, Wisconsin. This new camping program is limited to families with children between the ages of seven and seventeen years.

August 9-16 is the time for National Young Adult Family Camp at Green Lake, Wisconsin. The program is planned for families that desire an outdoor vacation with an opportunity for personal enrichment, inspiration and training such as offered in a Christian camp environment. This camp is limited to families with children between four and eleven years of age. For additional information write to the department of Adult Work and Family Life, 1703 Chestnut Street, Philadelphia 3, Pa.

June 12 is Woman's Day in Cincinnati, Ohio.

July 12-19 is the week for the National Women's Conference, American Baptist Assembly, Green Lake, Wisconsin.

To the Chairmen of Leadership Training

From: Violet Spaulding (Mrs. Schuyler Y. Spaulding)
National Chairman of Leadership Training
Division of Christian Training
National Council of American Baptist Women
Home Address: 12 Ridgewood Road, West Hartford, Connecticut

Leader's Guide . . . for the CHAIRMAN OF LEADERSHIP TRAINING FOR WOMEN IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"Study to show thyself approved unto God, a workman that needeth not to be ashamed . . ." *(2 Tim. 2:15).*

YOUR PURPOSE

1. To seek, enlist and develop Christian women to increase the effectiveness of their leadership for the work of our denomination.
2. To provide planned opportunities in helping Christian women to grow spiritually, acquire new knowledge, broaden in vision, and develop additional skills.

YOU WILL RECEIVE INFORMATION FROM:

1. Your association chairman of Leadership Training for Women.
2. The officers and chairmen associated with you.
3. Your national chairman of Leadership Training through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide" for each officer and chairman, and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. *You Can Be A Leader.*
   d. Current materials.
   e. Emphases for the year.
   f. Modern techniques for leadership development.
   g. Parliamentary procedure.
2. Serve as . . .
   a. A member of the division of Christian Training, helping to correlate its work as to emphases, budget, and reports.
   b. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you report periodically.
   c. Promotional person, encouraging attendance at local, association, state, and national conferences for leadership training.
   d. Circle co-ordinator responsible for training circle chairmen for effective leadership.
3. Handle all correspondence promptly.
4. Encourage the women in your society to use denominational—and approved interdenominational—literature.
5. Promote attendance at association, state, and national conferences related to your division.
6. Interpret accurately, widely and enthusiastically the purpose and program of the society.
7. Organize workshops, conferences and discussion groups, enlisting cooperation of resource persons.
8. Enlist present and potential leaders in leadership training programs.
9. Share plans in your division, that you may receive the support, guidance and the creative thinking of others.
10. Bring to the board plans for workshops and conferences for consideration and approval.
11. Prepare an exhibit of current leadership educational materials for display at the meetings of the society and circles.
13. Strive to achieve the emphases.
14. Endeavor to stimulate initiative and creative thinking among the women of the society.
15. Cooperate in the program to reach inactive women.
16. Send information and news items related to your division to association and state official publications and to the local newspapers.
17. Send information of any unusual event in your area of work to your association chairman of Leadership Training.
18. Evaluate all programs and projects periodically.
19. Train the members of the board of managers, shortly after election, in cooperation with the President so that each member may:
    a. Be familiar with the Constitution.
    b. Understand the overall purpose of the program.
    c. Know her specific duties and emphases.
    d. Study the previous annual report.

e. Study carefully the pages of THE AMERICAN BAPTIST WOMAN related to her area of work.
f. Evaluate every program and project.
g. Have a working knowledge of effective leadership techniques.
h. Recognize the necessity of preparing her annual report accurately and completely.

20. Keep records and send your annual report promptly to your association chairman of Leadership Training in time to meet the deadline date.
21. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association chairman, a copy of your reports to your Local Woman's Baptist Mission Society, "Constitution," "Leader's Guide," your national chairman's pages from THE AMERICAN BAPTIST WOMAN, or preferably the complete volume.
22. Suggest potential leaders to the nominating committee.
23. Send name and address of your successor to the association chairman of Leadership Training when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. Spiritual Development

Development will be the overall theme in women's work this year. As our first emphasis, let us concentrate upon development through a deepening and strengthening of personal faith and spiritual power. Do not most of us too often try to accomplish "great things for Christ" in our own strength only? John speaks forty-seven times of Jesus' complete oneness with God. "I can of mine own self do nothing: . . . I seek not mine own will, but the will of the Father which hath sent me" (John 5:30). How can we hope to inspire others unless we have Divine guidance?

2. Workbooks

"Now go, . . . and note it in a book, that it may be for the time to come . . ." (Isaiah 30.8). The workbook should be the correct size to hold pages of THE AMERICAN BAPTIST WOMAN, for that is the indispensable source of information for every office and chairman. At least three copies should be in every society: one for the President to keep intact; one to be distributed by page to officers and chairmen, and a complete copy for the chairman of Leadership Training.

3. Lay Development Program

We are entering upon the second year of this program which is our concern and responsibility. With enthusiasm we should promote the workshops, urging all women in the church, including all active and potential leaders, to attend the one on "Women's Work in the Church."

4. Circles

As chairmen of Leadership Training we are the coordinators of circles in the local society. Let us do all we possibly can to encourage the formation of circles through which individual activity is increased and, thus, more and better work for Christ may be achieved in every church.

The advantages of circles are set forth most interestingly in a new booklet which will soon be a "best seller" in our societies. The author of this booklet is Mrs. Clayton D. Eulette, national chairman of Literature, whose skill is evidenced even in the intriguing title, *The Magic Circle*. *The Magic Circle* is a valuable source book. It is informative and readable. To Mrs. Fred Jepson of Meriden, Connecticut, state chairman of Program, appreciation is expressed for the fascinating cover and designs. With the guidance of this booklet it is hoped that all chairmen of Leadership Training will be encouraged to work on the formation of circles, through which there is no limit to the results which may be achieved in spreading enthusiasm among our women for the program of the church. Watch SCOPE for the publication date. The price is 35 cents.

5. Sharing

Let "Pass It On" be our slogan. Share your program materials, experiences, and anything that to you may be memorable. As we pass on ideas we enrich not only others but ourselves.

6. Raising our Sights—Select one or two.

We are constantly on the lookout for new and challenging methods which will improve our work and for study sessions that will carry our minds into wider thinking. Programs must intrigue and hold interest in order to challenge various types of women. To that end, following the Lay Development Program an increase of study groups in a variety of subjects would seem to be indicated. Select one or two that have the greatest appeal to the members of your society.

a. Human Relations, for instance, is a study as pertinent and necessary in church life as in any other community life. Men and women outside the church think it important to study the deep principles involved. Why not church women?

b. Self-Analysis classes offer stimulating and revealing information about ourselves that will work for greater maturity in thinking and in attitudes.

c. Listening! There is no doubt that the Christian message would spread infinitely faster if the art of listening were better developed. Training sessions for the improvement of listening habits are very profitable. What good results might follow more and better listening at meetings and conferences!

d. Appraising our Programs. Are we able to appraise a program or a conference with sound and specific thinking? On what do we base our evaluation?

e. Audio-Visual Aids for dramatizing our Christian emphases are almost limitless, if used intelligently. Study groups on the subject would be fascinating to many, offering them a field in which to contribute much to the vitality of program planning.

f. Parliamentary Procedure. This is one of the commonest needs. A poorly conducted business meeting may fail in attracting an intelligent prospective member.

To the Vice-Presidents of Business and Professional Women

From: Golda Morford
National Vice-President of Business and Professional Women
Division of Business and Professional Women
National Council of American Baptist Women
Home Address: 239 Eason Avenue, Highland Park, Michigan

Leader's Guide . . . for the VICE-PRESIDENT OF BUSINESS AND PROFESSIONAL WOMEN IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"As we have therefore opportunity, let us do good unto all men . . ." *(Galatians 6:10).*

YOUR PURPOSE

1. To unite all Baptist business and professional women in your church in their loyalty to their Lord and Saviour, Jesus Christ, through a program that will cultivate a missionary spirit and a definite commitment to active participation in attaining the objectives of the National Council of American Baptist Women in cooperation with the American Baptist Convention.

2. To promote a program which will meet the specific needs of business and professional women, affording opportunities to work, serve, study and play together.

YOU WILL RECEIVE INFORMATION FROM:

1. The officers and chairmen of the Local Woman's Baptist Mission Society.
2. Your association vice-president of Business and Professional Women.
3. Your national vice-president of Business and Professional Women through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," "Leader's Guide" for your office, the page in the *Annual Report Book* for your division, and the "Business and Professional Women's Handbook."
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials.
   d. Emphases for the year.
   e. Parliamentary procedure.
2. Serve as . . .
   a. An assistant to the President.
   b. A member of the executive committee of your Local Woman's Baptist Mission Society, representing your division and reporting on its work.
   c. A member of the board of managers of the Local Woman's Baptist Mission Society.
   d. President or chairman of your Business and Professional Women's group. If there is more than one group, serve as the co-ordinator.
3. Handle all correspondence promptly.
4. Organize one or more groups, as the need may be, among the business and professional women of your church. Groups will be affiliated with the Woman's Society. If there is an insufficient number of employed women in your church, work with other churches in the area to establish a combined group.
5. Seek to know the specific needs of your group and the individual need of your members.
6. Plan interesting and stimulating programs which will provide opportunity to develop leadership, creative ability, and make use of talents within the group.
7. Encourage your women to use denominational—and approved interdenominational—literature.
8. Promote the use of Program Packet prepared by the National Council of American Baptist Women, available at Baptist bookstores, price 75 cents; also those prepared for the business and professional women's group, as suggested to you by your association vice-president.
9. Establish projects that will afford opportunity for service to the Woman's Society, the church, community, state, and home and foreign mission needs.
10. Lead the members into giving more generously of their income for the missionary enterprise of the denomination, including the Love Gift.
11. Send information and news items related to your

division to association and state official publications and to the local newspapers.
12. Encourage attendance at state house parties, association business and professional women's meetings, and at the National Women's Conference held at Green Lake, Wisconsin, each summer.
13. Encourage participation of business and professional women in interdenominational programs such as World Day of Prayer, May Fellowship Day, World Community Day, and United Nations Day.
14. Send information of any unusual event in your area of work to your association vice-president of Business and Professional Women.
15. Keep records and send in your annual report promptly to your association vice-president, in time to meet the deadline date.
16. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association vice-president, a copy of your reports to your Local Woman's Baptist Mission Society, "Constitution," "Leader's Guide," your national vice-president's pages of THE AMERICAN BAPTIST WOMAN.
17. Suggest potential leaders to the nominating committee.
18. Send name and address of your successor to the association vice-president of Business and Professional Women when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

According to the letters I have been receiving, TRAVEL seems to be one of the most popular hobbies of vice-presidents of Business and Professional Women. We Baptist business and professional women are all travelers. As the Negro spiritual says, "We are traveling the Glory Road." As we travel this road together, what is to be our universal goal? To achieve that goal, what shall be our major emphases?

With the help of a committee of vice-presidents of Business and Professional Women, representing local, association, state, and national vice-presidents, the following universal goal and specific goals—or major emphases—were prepared. It is hoped that you will keep these ever in mind as you plan your business and professional women's work—your travels along the business and professional women's highway.

Our Universal Goal is to help the employed woman find her place in a group of Christian business and professional women through which she can:

1. Develop spiritually, intellectually, and culturally.
2. Serve her church, community, nation, and world.
3. Recognize her opportunity as a missionary in the business, professional, industrial, and academic world.
4. Build daily for a leisure which will hold interests that are gripping and enriching.

Our Specific Goals (major emphases) are to:

1. Encourage the formation of additional groups of employed women who are affiliated with the Woman's Baptist Mission Society.
2. Plan rallies or retreats for employed women.
3. Keep in contact with the other officers and chairmen of the Woman's Baptist Mission Society.
4. Share ideas and forward materials and encourage each officer and chairman in carrying out the duties of her office.
5. Complete and submit annual reports in time to meet the deadline date.
6. Be familiar with the total program of the Woman's Baptist Mission Society.
7. Cooperate in every way possible with the Woman's Baptist Mission Society.

FIRSTS

Letitia Phillips, state vice-president of Business and Professional Women for Arizona, writes that their "first attempt at an American Baptist Business and Professional Women's meeting for the state was very successful. Although not all of the groups were represented, there were about sixty present to hear the Reverend Bill Hinchman speak on his work in Japan."

Miss Phillips reports further that they "had an enjoyable time visiting, meeting new folk from other churches of the Valley and, of course, talking programs, problems, and so forth."

This meeting was so successful that the Arizona Business and Professional Women are already planning for a workshop in the spring, followed by a dinner.

Mrs. Vyra Alcorn, state vice-president of Business and Professional Women for Illinois reports that plans are well under way for Illinois' first Business and Professional Women's house party.

Since the Regional Conference for Business and Professional Women is to be held in Illinois again this year, the Illinois house party and regional conference will meet together. This sounds like a big affair!

SUGGESTIONS

The discussion theme at a recent meeting which I attended was on the responsibility of Christians in regard to city planning. From that meeting came the following thoughts which I should like to pass on to you in the hope that they may be discussed in your own business and professional women's groups.

- Business and professional women should concern themselves with plans for better housing.
- Business and professional women should seek to learn what the future is to bring to the city or town in which they live.
- Business and professional women believing that every child has the right to decent living quarters should make this concern of paramount interest and should share the responsibility of establishing and maintaining this right.

CHRISTIAN HIGHER EDUCATION

In many of our denominational publications we read articles on "Christian Higher Education." Might our Baptist Business and Professional Women's groups not find it profitable and interesting to study our denominational program of Christian Higher Education?

To the Fellowship Guild Counselors

From: Marion Manogg (Mrs. Robert Manogg)
National Fellowship Guild Counselor
National Council of American Baptist Women
Home Address: 13121 Wales, Huntington Woods, Michigan

Leader's Guide . . . for the FELLOWSHIP GUILD COUNSELOR IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"The harvest is plentiful, but the laborers are few; pray therefore the Lord of the harvest to send out laborers into his harvest" *(Matt. 9:37, RSV).*

YOUR PURPOSE

Because you are deeply concerned in the development of young girls into the finest type of Christian women you have chosen to work with girls. You are interested in helping these girls to develop through the four emphases of Guild work: Christian Personality Development; the Christian Home; Skills and Vocations, and Missionary World Outreach. You have indicated a desire to:

1. Stimulate an interest among the women of your church in the support of the entire program for girls (12 through 24 years of age) as sponsored and developed by the Baptist Youth Fellowship.
2. Aid in organization and development of Fellowship Guild chapters in your church.
3. Promote the total Fellowship Guild program, designed for use by all three age groups: 12-14; 15-17; 18-24.

YOU WILL RECEIVE INFORMATION FROM:

1. The association Fellowship Guild Counselor.
2. The chairman of youth work on your church Board of Christian Education.
3. The national Fellowship Guild Counselor through The American Baptist Woman.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide," and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials.
   d. Emphases for the year.
2. Serve as . . .
   a. A member of the board of managers of the Local Woman's Baptist Mission Society to which you report regularly.*
   b. A member of the Committee on Youth Work of the Board of Christian Education, if there is such a board.*
   c. Fellowship Guild Counselor to an age-group Guild chapter.
   d. A connecting link between the association Fellowship Guild Counselor and the local Woman's Society.*
   e. Promotional person, encouraging attendance at Guild house parties, rallies, and so forth.
3. Encourage the following:
   a. The forming of a Fellowship Guild Chapter in each age-group Fellowship.*
   b. Your girls to use denominational—and approved interdenominational—literature in your Guild.
   c. The women to help girls attend the national and state Guild house parties.
4. Promote . . .
   a. The Fellowship Guild Program as planned by the National Guild Commission and the Director of World Outreach and Fellowship Guild stressing: regular and special giving, use of program kits, White Cross program, reading program, and program of degrees.
   b. The Fellowship Guild as a definite part of the Baptist Youth Fellowship. (See "Guild Goals.")
   c. The policy that your Guild chairman automatically serves on the age-group B.Y.F. cabinet.
5. Attend
   a. Local, association, state, and national training conferences, if possible.
   b. State and national house parties.
6. Handle all correspondence promptly.
7. Report . . .
   a. Send Love Gift total to association Guild Counselor by date requested.*
   b. Fill out completely and send promptly annual reports to your association Guild Counselor in time to meet the deadline date.

8. Send interesting items and news related to your work to your association Fellowship Guild Counselor.
9. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report sent to your association Fellowship Guild Counselor, reports to the Woman's Baptist Mission Society, the "Constitution," "Leader's Guide," the national Fellowship Guild Counselor's pages from THE AMERICAN BAPTIST WOMAN.*
10. Send name and address of your successor to the association Fellowship Guild Counselor when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

Keeping in mind the suggestions made in the "Leader's Guide" for the local Fellowship Guild Counselor, the following emphases—or Goals—should be adopted by each local Guild Counselor:

1. **Help the girls to . . .**
   a. Adopt the goals suggested in the current "Guild Goals."
   b. Use the Program Kits for their age groups, which are based on the four emphases of Guild work: Christian Personality Development; The Christian Home; Skills and Vocation; and Missionary World Outreach.
   c. Begin the Program of Degrees.
   d. Complete the White Cross quota and send it *on time.*
2. **Encourage the girls to . . .**
   a. Attend state and national Guild house parties, association or district rallies, state B.Y.F. conventions, and so forth.
   b. Finance their own program through dues or personal contributions. (Part should go for association and state dues.)
   c. Participate in all B.Y.F. activities, including Sunday morning and Sunday evening meetings.
3. **See that the chairman of your chapter becomes an active member of her age B.Y.F. cabinet.** (See Chapter III in the "Guild Guide.")
4. **Serve . . .**
   a. On the committee on youth work of the church Board of Christian Education, if invited.
   b. As a counselor if there is more than one Guild chapter in your church.
5. **Read at least two books each year** on methods and techniques of working with young people or girls in particular.
6. **Train and assist counselors** of other chapters in the church.
7. **Keep . . .**
   a. An accurate record of all activities and send an annual report to the association Fellowship Guild Counselor in time to meet the deadline.
   b. An up-to-date workbook.

PROGRAM OF DEGREES

Perhaps some guidance should be given on one point under "Missionary World Outreach" in the Degree of the Rose. Questions have come concerning point "a" which is, "name and locate all of the American Baptist Mission fields at home and abroad." *A Book of Remembrance* has the most accurate and up-to-date information available. Every girl should learn to use this fine collection of valuable data. The table of contents in the 1958 *A Book of Remembrance* lists the American Baptist mission fields.

CERTIFICATES FOR DEGREES

As each girl completes a degree and is ready to have it conferred upon her, write to your state Fellowship Guild Counselor, giving her the name of the girl and the degree she has completed. The state Fellowship Guild Counselor will send you a certificate for that particular degree, signed by the national director of the Fellowship Guild, also including her own signature. There is space for your signature, the date, the name of the chapter, the church, as well as for the name of the girl who is to receive the certificate. Every girl who completes her degree should receive her certificate at the time the degree is conferred. Send for the certificates well in advance of the date for conferring the degree. These certificates are very attractive and correspond to the respective degrees.

ANNUAL RE-ENROLLMENT

Each spring chapters are requested to re-enroll for the following reasons: Re-enrollment assures an accurate count of the number of chapters. It gives a record of chapters that have changed from Ann Judson to Sallie Peck or from Sallie Peck to Alma Noble. It also furnishes the latest counselors' names as well as the names and addresses of the Guild chairmen. Enrollment cards should be sent by you to the state Fellowship Guild Counselor who, in turn, informs the national Fellowship Guild Counselor and the B.Y.F. office of any necessary changes. Thus you are assured of receiving the latest information and materials about the Guild.

HOUSE PARTIES

At this time in the year most states are planning Guild House parties. One of your responsibilities is to encourage your girls to attend, if possible. Ideally, of course, the officers should attend. Try to plan for them to attend by securing financial assistance, if possible, from the B.Y.F., the Christian Education Committee, the Bible school, organized adult classes or the Woman's Society. Many times other groups are very willing to help if they realize the need.

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*If there are two or more Fellowship Guild Counselors in your church, one should be designated as "Head" Counselor and assume the duties marked with the asterisk. This task may rotate from year to year.

To the Recording Secretaries

From: ZETA THAYER
(Mrs. Dean H. Thayer)
National Recording Secretary and Chairman of the Town and Country Committee
National Council of American Baptist Women
HOME ADDRESS: Route 1, Box 680, Mesa, Arizona

Leader's Guide . . . for the RECORDING SECRETARY IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"And whatsoever ye do, do it heartily, as to the Lord, and not unto men; knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ" *(Col. 3:23-24).*

YOUR PURPOSE

To keep an accurate record of proceedings of the Local Woman's Baptist Mission Society, including the meetings of the executive committee and of the board of managers.

YOU WILL RECEIVE INFORMATION FROM:

1. The Recording Secretary of the Association Woman's Baptist Mission Society.
2. The officers and chairmen associated with you.
3. The national Recording Secretary through THE AMERICAN BAPTIST WOMAN.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," and the "Leader's Guide" for your office.
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials used by you and the officers and chairmen of the Woman's Society.
   d. Emphases of the year.
   e. Parliamentary procedure.
2. Serve as . . .
   a. An assistant to the President.
   b. A member of the executive committee and of the board of managers of your Local Woman's Baptist Mission Society.

(Cut along this line)

To the Treasurers

From: EDITH MOUNT (Mrs. Ira C. Mount)
National Treasurer
National Council of American Baptist Women
HOME ADDRESS: 80-84 233rd Street, Queens Village 27, New York

Leader's Guide . . . for the TREASURER IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

SCRIPTURE

"Moreover it is required in stewards, that a man be found faithful" *(1 Cor. 4:2).*

YOUR PURPOSE

To care conscientiously for all funds from all sources for the Local Woman's Baptist Mission Society, knowing that it is important to keep an accurate account of every transaction where funds of the organization are involved.

YOU WILL RECEIVE INFORMATION FROM:

1. The association Treasurer of the Woman's Baptist Mission Society.
2. The officers and chairmen associated with you.
3. The national Treasurer through THE AMERICAN BAPTIST WOMAN.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with . . .
   a. The "Local Constitution," the "Leader's Guide," and your page in the *Annual Report Book.*
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials used by you and the officers and chairmen associated with you.
   d. Emphases of the year.
   e. Parliamentary procedure.
2. Serve as . . .
   a. An assistant to the President.
   b. A member of the executive committee (and of the board of managers) of the Local Woman's Baptist Mission Society to which you will report.
   c. A member of the budget and finance committees.

(Continuation of Treasurer's Column)

3. Have general oversight of the finances of the Local Woman's Baptist Mission Society under the direction of the board of managers.
4. Have responsibility for the receipt, deposit, and disbursement of all funds.
5. Present a financial report to the board of managers of the Local Woman's Baptist Mission Society at each meeting.
6. Arrange to be properly bonded for an amount to be determined by the finance committee, if requested by the Local Woman's Baptist Mission Society.
7. Make available all books and accounts for audit annually.
8. Acknowledge promptly all receipts of money.
9. Submit at the budget meeting of the finance committee a detailed report of expenses of the past year together with a statement of expected receipts, to be used by the committee as a guide in planning the budget for the year to follow.
10. Handle correspondence promtly.
11. Keep a list of treasurers of circles, when your society is organized on the Circle Plan.
12. Send your annual report promptly to the association Treasurer in time to meet the deadline date.
13. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including a copy of the annual report to the association Treasurer, a copy of your reports to your Local Woman's Baptist Mission Society, the "Constitution, "Leader's Guide," your national Treasurer's pages from THE AMERICAN BAPTIST WOMAN.
14. Suggest potential leaders to the nominating committee.
15. Send name and address of your successor to the association Treasurer when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Have an intimate, accurate knowledge** of the various funds, being able to explain the categories.
2. **Keep the smallest possible working balance** in your treasury. The money was contributed to advance the kingdom of God here on earth.
3. **Encourage each member to pledge** a regular amount to the society, unless your society is one of those included in the unified budget of your own church.
4. **Discourage money-making efforts** such as bazaars, sales, and so forth, with their attendant solicitation of free merchandise from business firms in the area. Such practices weaken the testimony of the Christian church and should be avoided.
5. **Encourage every woman to contribute systematically** toward the current and benevolent budget of her church and the special offerings of the Convention.
6. **Realize that treasurers** have no more reason to continue in office indefinitely than any other officer.

(Continuation of Recording Secretary's Column)

3. Keep an accurate record of proceedings of the Local Woman's Baptist Mission Society, the meetings of the executive committee and the board of managers, including . . .
   a. Accomplishments rather than details of discussion.
   b. Written reports from officers and chairmen to be filed, recording only the essential portions in the minutes: WHO, WHAT, WHY.
   c. Place, date, type of meeting (regular or called), name and office of the presiding officer and number present.
   d. Exact wording of motions, name of maker of motion and record for reference without delay.
   e. Proper wording according to parliamentary usage.
4. Type minutes, if possible, providing the President with a copy.
5. Keep the President informed upon matters of business at hand.
6. Keep an accurate roll of members and account of those present at meetings.
7. Send out notices of meetings.
8. Provide extra copies of materials prepared by you, as directed by the Local Woman's Baptist Mission Society.
9. Attend as many local, association, state, and national denominational meetings as possible.
10. Notify immediately each person elected or appointed to office or appointed to a committee.
11. Carry on such correspondence as the board shall direct.
12. Suggest potential leaders to the nominating committee.
13. Compile and pass on to your successor . . .
    a. A workbook which will contain a complete file of materials used by you, including the "Constitution," "Leader's Guide," national Recording Secretary's pages from THE AMERICAN BAPTIST WOMAN, records and correspondence.
    b. A list of officers and chairmen, giving names and addresses. Send one copy to the association Recording Secretary immediately following election. Notify her of changes during the year.
    c. An annual report for the Local Woman's Baptist Mission Society.
14. Send name and address of your successor to the association Recording Secretary when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Keep** the secretary's workbook up-to-date and orderly by use of sub-division index guides.
2. **Have** a general file for correspondence and other papers kept for record purposes.
3. **Seek** to increase knowledge by attending association, state, and national meetings.

Leader's Guide . . . for the CHAIRMAN OF PUBLICITY IN THE LOCAL WOMAN'S BAPTIST MISSION SOCIETY.

[This is a permanent guide. File in your workbook for constant reference.]

From: WAKA DANNENHAUER
(Mrs. Kenneth Dannenhauer)

National Chairman of Publicity
National Council of American Baptist Women

HOME ADDRESS: 52 Shippen Avenue, Spring Garden 5, Rhode Island

SCRIPTURE

"How beautiful upon the mountains are the feet of him who brings good tidings, who publishes peace, who brings good tidings of good, who publishes salvation, who says to Zion, "Your God reigns" *(Isa. 52:7, RSV).*

YOUR PURPOSE

1. To promote and publicize the program and activities of your society, using every possible form of publicity.
2. To keep women of your society informed of plans and projects of the association and state Woman's Baptist Mission Societies and of the National Council of American Baptist Women.

YOU WILL RECEIVE INFORMATION FROM:

1. The officers and chairmen of your society.
2. The Church Communications Committee.
3. The association chairman of Publicity.
4. Your national chairman through THE AMERICAN BAPTIST WOMAN.

YOUR SPECIFIC DUTIES ARE TO:

1. Familiarize yourself with:
   a. The "Local Constitution" and the "Leader's Guide."
   b. Workbook and file of materials supplied by your predecessor.
   c. Current materials of your society and of the National Council of American Baptist Women, also denominational publications.
   d. The requirements of your church publications and the community press: that is, the deadline date for submitting copy; the format; and the proper persons to contact.
   e. Sources which will be of help to you in your work.
2. Serve as . . .
   a. A member of the board of managers of the Local Woman's Baptist Mission Society, to which you will report periodically.
   b. A member of the Communications Committee of the church, if invited.
3. Develop a "nose for news." Be on the lookout for the unusual story, and for an interesting slant on some news item or for an appealing picture.
4. Plan your publicity well in advance:
   a. Secure accurate information.
   b. Prepare news copy for church calendars and bulletins and all local newspapers.
   c. Secure necessary pictures, biographical sketches, and so forth.
   d. Prepare eye catchers, such as posters, mobiles, exhibits; also attractive invitations.
   e. Alert newspapers, radio and TV stations to any outstanding personality, project or program.
5. Follow up your meeting with a news item.
6. Send success stories and pictures to your association or state chairman of Publicity, also to the office of the National Council of American Baptist Women, 152 Madison Avenue, New York 16, N.Y., for SCOPE.
7. Know the talents of your women. Recruit them for such work as taking pictures, mimeographing, sketching, designing, and creative writing.
8. Maintain a scrap-book of news clippings, pictures, invitations and other publicity items.
9. Keep your women informed of special emphases within the church, also of special emphases in your association, state, or in the National Council of American Baptist Women.
10. Develop your techniques by participating in training workshops or conferences, either secular or religious.
11. Compile and pass on to your successor a workbook which contains a complete file of materials used by you, including your reports to your society, the "Constitution," "Leader's Guide," and your national chairman's pages from THE AMERICAN BAPTIST WOMAN.
12. Suggest potential leaders to the nominating committee.
13. Send name and address of your successor to the association chairman of Publicity when your term of office expires.

EMPHASES FOR 1958-1959 (GOALS)

1. **Prepare a calendar of publicity for the year.**
2. **Use one new publicity technique.**
3. **Include in the church library some material on publicity.**
4. **Submit an account of one successful occasion either to your association or state paper or for the SCOPE column of "Crusader."**
5. **Use more women in publicity efforts.**